

# LIST OF ACTIVELY RECRUITED POSITIONS

Date Last Modified: \_\_\_\_\_

Signature of Deputy Clerk of Human Resources After Modification: \_\_\_\_\_

Dept.	Title of Position	Grade	Position ID <sub>[A1]</sub>
HR	Director of Human Resources		
HR	Director of Training and Professional Development		



**COOK COUNTY CLERK'S OFFICE**  
**KAREN A. YARBROUGH, CLERK**  
 Our Mission: Accuracy-Efficiency-Advocacy-Cybersecurity

**JUSTIFICATION TO HIRE**

Position: \_\_\_\_\_ Title: \_\_\_\_\_

Selected Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

**Justification for Decision:**<sup>[A2]</sup>

(Note how many Candidates were referred, the number of positions being filled, the justification for selecting the successful Candidate, and how the selected Candidate's experience meets the criteria for the Position. If the Candidate(s) selected is other than the Candidate(s) ranked highest by the Interview Panel in equal relation to the number of vacancies, include the objective basis or bases on which the Deputy's decision was made. Attach additional pages if necessary.)

With respect to all jobs under the Cook County Clerk that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Clerk employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Clerk employment actions taken with respect to the above Candidate(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

\_\_\_\_\_  
 Printed Name (Deputy of Hiring Department & Title)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

CONFIDENTIAL  
**Office of the Independent Inspector General**  
 69 West Washington Street, Suite 1160  
 Chicago, Illinois 60602  
*Political Contact Log Reporting Form*

It is prohibited by law and the policies of Cook County Clerk's Office for any employment action to be taken regarding any position based on political factors or considerations *unless* the position is considered by court order to be "exempt." Examples of employment actions include hiring, promoting, demoting, transferring, terminating, imposing discipline, or awarding overtime.\*\*

In order to ensure that the law and policies are followed, *all* employees, regardless of whether they hold exempt or nonexempt 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 to affect an employment action involving an employee who holds a non-exempt position or is an applicant applying for such a 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:

**Office of the Independent Inspector General**  
 69 West Washington Street, Suite 1160  
 Chicago, Illinois 60602  
 Fax: (312) 603-9948

Email: [independent.inspectorgeneral@cookcountyil.gov](mailto:independent.inspectorgeneral@cookcountyil.gov)

**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 questions, please contact the Chief Ethics Officer, HR or [A3]your supervisor.

Name of Person Making Contact:	Title/Assignment/Affiliation:
Address:	Phone:
Method of Contact: <input type="checkbox"/> Written <input type="checkbox"/> Phone <input type="checkbox"/> Personal <input type="checkbox"/> Other (specify)	
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:

"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.

\*\*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.

**POSTING FILE/INTERVIEW FILE CHECKLIST**

Position Title: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Posting Period: \_\_\_\_\_

Grade: \_\_\_\_\_  
 Job Code: \_\_\_\_\_  
 Date: \_\_\_\_\_

POSTING FILE CHECKLIST	Complete	Date	Scanned
Request to Hire			
Position (Job) Description			
Notice of Job Opportunity			
Method and Location of Posting			
Applicant List			
Political Contact Log			
Applications (and resumes)			
Hiring Policy Contact Form			
Veteran Applicant's DD 214 (if applicable)			
Preliminary Eligibility List			
Randomization Documentation, (if applicable)			
Randomized Preliminary Eligibility List (if applicable)			
Sorted Preliminary Eligibility List			
Validated Eligibility List			
Pre-Screening Testing, if required			
Interview List			
Interview Questions			
Written Interview Offers			
INTERVIEW FILE CHECKLIST			
Pre-Interview Licenses and Certifications			
Conflict of Interest Disclosure and deliberation			
Interviewer Evaluation Forms			
Interview Score Tabulation Worksheet			
Scored Interview List			
Interview Panel Ranking Form			
Ranking Meeting Notes			
Permitted Recommendations			
Final Screening			
Justification to Hire			
Grant of Authority			
Offer Letter			
Offer Accepted or Declined			
NPCC completed by Selectee*			
NPCC completed by all involved Clerk personnel			

Certified: Date: \_\_\_\_\_  
 Human Resources Representative \_\_\_\_\_

\*NPCC by Selectee is required to be executed upon beginning employment with Clerk's Office. This may occur outside of the required production of the Posting File to the CCCA (while acting) within one-week of selection. The NPCC by the Selectee shall be included in the Posting File and provided to the CCCA within two (2) days of the commencement of Employment for the selected Employee[A4].



# Interviewer Evaluation Form

Candidate's Name:

**Position:**

**Hiring Department:** \_\_\_\_\_ **Interview Date:**

**Interviewer (Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

## **Scoring**

1=Unacceptable 2=Marginally Acceptable 3=Acceptable 4=Very Good 5=Excellent

*No person may alter, add to, or delete from any Interviewer Evaluation Form other than the interviewer who completes and signs it, and any changes must be clearly noted, initialed, and dated.*

Question 1:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. All scores must be explained in detail. :

Candidate's Name:  
Interviewer's Name:

Question 2 [CCCA5]:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. All scores must be explained in detail. :

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Question 3:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. All scores must be explained in detail. :

Candidate's Name:  
Interviewer's Name:

Question 4:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. All scores must be explained in detail. :

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Question 5:

Value:

Comments:

Score:            1                    2                    3                    4                    5

Circle one score. All scores must be explained in detail.:

Candidate's Name:  
Interviewer's Name:

Question 6:

Value:

Comments:

Score:            1            2            3            4            5

Circle one score. All scores must be explained in detail. :

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Question 7:

Value:

Comments:

Score:            1            2            3            4            5

Circle one score. All scores must be explained in detail. :

Candidate's Name:  
Interviewer's Name:

Question 8:

Value:

Comments:

Score:            1            2            3            4            5

Circle one score. All scores must be explained in detail. :

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Question 9:

Value:

Comments:

Score:            1            2            3            4            5

Circle one score. All scores must be explained in detail. :

Candidate's Name:  
Interviewer's Name:

Question 10:

Value:

Comments:

Score:            1            2            3            4            5

Circle one score. All scores must be explained in detail. :

INTERVIEW SUMMARY:

With respect to all jobs under the Cook County Clerk that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Clerk employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Clerk employment actions taken with respect to the above Candidate(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

INTERVIEWER SIGNATURE: \_\_\_\_\_

DATE:

FOR HR USE ONLY:

Total Score \_\_\_\_\_ Reviewed by (HR) \_\_\_\_\_ Date:

Signature (HR) \_\_\_\_\_

**REQUEST TO HIRE FORM**

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Requesting Deputy Clerk<sup>[A6]</sup>: \_\_\_\_\_

Job Title to be Posted: \_\_\_\_\_

Justification for Request to Hire:

**Applicable to all Signatories below:**

With respect to all jobs under the jurisdiction of the Cook County Clerk’s Office (CCCO) that are not identified as exempt on the Clerk’s Office List of Exempt Positions, as amended and as filed with the court, I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of CCCO employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

Signature of Deputy Clerk<sup>[A7]</sup> of Hiring Dept: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\* Finance Approval \*\*\***

Job Title: \_\_\_\_\_ Grade: \_\_\_\_\_

Business Unit: \_\_\_\_\_ Job Code: \_\_\_\_\_

PCID # \_\_\_\_\_ Fund: \_\_\_\_\_ 110  130

Is there budgetary authority to fund this Position? Yes  No

Hourly Rate: \_\_\_\_\_ Range: \_\_\_\_\_

Annual Salary Range: \_\_\_\_\_

Chief Financial Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\* Human Resources Approval \*\*\***

Is this a Collective Bargaining Agreement Position? Yes  No

Is this Position FLSA Exempt? Yes  No

Is this a Shakman Exempt Position? Yes  No

Date of Position Description: \_\_\_\_\_

Is the Position Description accurate and does it reflect the actual duties and Qualifications of the Position? Yes  No

Posting Date Range:

From: \_\_\_\_\_ To: \_\_\_\_\_

Repost Request Date Range:

From: \_\_\_\_\_ To: \_\_\_\_\_

Is the Position approved to be filled? Yes  No

Signature of Deputy Clerk <sup>[A8]</sup> of Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chief Deputy Clerk or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

## **HIRING POLICY CONTACT FORM**

Employees involved in the hiring process who have or have had any communication(s), either directly or indirectly, with (a) an Applicant, prospective Applicant or Candidate about his or her application for a Shakman Covered Position or (b) an Employee not otherwise involved in the hiring process about a Candidate, Applicant or prospective Applicant must complete a Contact Form. Also, employees who have or have had any communication(s), either directly or indirectly, with an Employee involved in the hiring process about a current or prospective hiring process must complete a Contact Form. This form serves as notification and an official record of any contact.

If you are contacted or know about such a contact, you are required to **immediately** complete this form and email it to the Deputy Clerk of Human Resources at [countyclerk.hr@cookcountyil.gov](mailto:countyclerk.hr@cookcountyil.gov). You are not required to assess whether the contact is appropriate and in compliance with the Interim Hiring Policy; rather, you are only required to report its occurrence. If you have any question, please feel free to contact the Deputy Clerk of Human Resources at 312-603-5063 or the Chief Ethics Office and Legal Counsel at 312-603-6662.

Name of Person Completing Form:	Date Form Completed:
Name of Person Contact Was With:	Date of Contact:
Email Address* of Person Completing Form:	
Below, please describe in detail the communication/contact that was had and any relationship that you know the relevant Applicant, potential Applicant, or Candidate has with any Clerk employee:	

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\*Your email address will serve as your electronic signature for this document.



With respect to all jobs under the Cook County Clerk that are not exempt under the Shakman decision (*Michael L. Shakman, et al vs. Democratic Organization of Cook County, et al.*, case number 69 C 2145), I certify that I am aware that I am strictly prohibited from conditioning, basing, or knowingly prejudicing or affecting any term or aspect of Cook County Clerk employment or hiring upon or because of any political reason or factor or knowingly inducing, aiding, abetting, participating in, cooperating with or threatening any act which is proscribed above. I certify, under penalty of perjury, as provided by the law that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Clerk employment actions taken with respect to the above Candidate(s)/Employee(s) or the employment or hiring process. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action up to and including termination and may subject me to criminal prosecution.

**Interview Panel:**

Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name & Title

**DISCIPLINARY ACTION FORM**

<b>Name of Employee:</b>	<b>Date Submitted:</b>
<b>Name of Manager/Supervisor Submitting Report:</b>	<b>Names of Other Manager(s) Witnessing Incident:</b>
<b>Date of Alleged Infraction:</b>	<b>Department Head or Deputy:</b>
<b>Section(s) of the Policy Manual Allegedly Violated (infraction no. and type):</b>	

**DETAILED DESCRIPTION OF EMPLOYEE'S CONDUCT (Attach additional pages if necessary):**

**Approval to Issue:** \_\_\_\_\_ (yes or no)

Signature of Deputy Chief of Staff & Labor Counsel or Designee : \_\_\_\_\_

Date:

**Findings and Discipline Imposed**

Charges Sustained (Cite Policy Manual Number(s) and Type(s)): \_\_\_\_\_

Counseling    Written Reprimand    Suspension 5 Days    Suspension 10 Days

Termination    Dismissal of All Charges with No Findings of Policy Violations

Dismissal of Some Charges: (Cite Policy Number(s) & Type(s)): \_\_\_\_\_

**Emergency Suspension (must include detailed justification by Deputy Clerk of HR or Designee)**

**Acknowledgement by Involved Individuals:**

Signature of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Union Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Manager or Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Hearing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Refused to Sign Form



**OFFICE OF HUMAN RESOURCES**  
**OFFICE OF COOK COUNTY CLERK KAREN A. YARBROUGH**  
111 Clark St., Suite 230, Chicago, Illinois 60602

TEL. 312.603.5763 FAX. 312.603.5063

### No Political Consideration Certification (NPCC)

Candidate/Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Employment Action: \_\_\_\_\_

With respect to all employment actions under the jurisdiction of the Cook County Clerk that are not exempt under Shakman, I certify that I am aware that I am strictly prohibited from conditioning, basing, knowingly prejudicing, or affecting any term or aspect of the action, including employment or hiring, on any political reason or factor, or from knowingly inducing, aiding, abetting, participating in, cooperating with, or threatening any act which is proscribed above.

I certify, under penalty of perjury, that, to the best of my knowledge, political reasons or factors did not enter into any Cook County Clerk employment actions taken with respect to any action that the undersigned employee has taken. I understand that failure to comply with the above prohibitions may result in sanctions, including disciplinary action, up to and including termination, and/or may subject me to criminal prosecution.

Candidate/Employee Name: \_\_\_\_\_

Candidate/Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Performance Evaluation

Select Evaluation Type: Probationary Evaluation  Annual Evaluation

Date of Evaluation Issuance \_\_\_\_\_

Employee's Name \_\_\_\_\_

Position Title \_\_\_\_\_

Section/Department/Division \_\_\_\_\_

Supervisor Completing Evaluation \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To \_\_\_\_\_

General Instructions: Please provide a copy of the evaluation to the employee at the time of presentation. Managers will generally explain the scores in this evaluation and may discuss training needs, future goals and objectives for the Employee. For each score that is provided, Managers are required to explain in writing the scores assigned and may attach additional paper to this form as necessary. Employees will be given an opportunity to ask questions and provide feedback on the evaluation. Please complete all areas that are applicable using the scoring range below. All evaluations will be filed in the employee's personnel file after being presented, even in instances of refusals to sign.

### Scoring System

4 Points - The individual is an exceptional employee who achieves an unusually high level of performance.

3 Points - The employee fully meets the established expectations and is a reliable and solid performer. The employee generally performs well and requires little additional guidance. The individual demonstrates initiative to meet goals and objectives of position.

2 Points - The employee meets some of the expectations, but not all. The individual frequently requires support and direction. The employee generally performs at a minimum level and improvement is needed to fully meet expectations.

1 Point - The employee's performance generally fails to meet the established expectations. The individual is not performing at the level expected for employees doing this type of work. Unacceptable job performance is due to the employee's lack of application of skill or effort.

Section I: (To be completed for all employees)

<b>Individual Development &amp; Performance Ratings</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>n/a</b>
<b>Overall Job Knowledge:</b> Assess comprehension of job procedures and methods, understanding of rules, responsibilities, and scope of duties					
Explanation[CCCA9]:					
<b>Productivity:</b> Consider output and workload capacity: general job productivity, efficiency, and organization of work					
Explanation:					
<b>Accuracy and Quality of Work:</b> Consider accuracy, correctness, and thoroughness of work product					
Explanation:					
<b>Initiative:</b> Consider willingness and ability to plan work, to make constructive suggestions, and work independently.					
Explanation:					
<b>Professionalism:</b> Employee's professional demeanor and attitude; compliance with Dress Code and ethical practices.					
Explanation:					
<b>Efficiency:</b> Does the Employee use the most direct path to complete tasks, has them employee offered suggestions to help simplify processes.					

Explanation:					
<b>Time and Attendance:</b> Compliance: Consider punctuality, absences, tardiness and compliance with the Time and Attendance policy.					
Explanation:					

Total: \_\_\_\_\_

Section II: (Complete for employees in managerial, professional, or technical positions)

<b>Individual Development &amp; Performance Ratings</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>n/a</b>
<b>Stress Management:</b> Consider instances where pace, pressure and tempo are consistently demanding; ability to handle emergencies; whether stress impacts ability to plan.					
Explanation:					
<b>Leadership Characteristics:</b> Enables others to grow and succeed through feedback, instruction, and encouragement; sets high standards and provides good managerial example.					
Explanation:					

<b>Communication Efficacy:</b> Provides clear directions and explanations to subordinates. Listens to and encourages input from others, uses various mediums to communicate.					
Explanation:					
<b>Delegation Skills:</b> Willingness to delegates responsibilities; work with others and provide support to develop the capabilities of others.					
Explanation:					

Total: \_\_\_\_\_

Converted Score: \_\_\_\_\_

Additional Comments by Supervisor Completing Evaluation:

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Employee Comments (Optional – For Annual Evaluations, Employees have up to seven (7) days to submit comments):

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Comments by Deputy (Optional):

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Employee Signature\*: \_\_\_\_\_

\*Employee signature acknowledges the occurrence of the review meeting; it does not constitute the Employee's agreement with the content of the Performance Evaluation.

Date: \_\_\_\_\_

I certify that I am aware that I am strictly prohibited from conditioning, basing or knowingly prejudicing or affecting any term or aspect of Clerk's Office employment because of race, color, religion, sex (gender), gender identity and gender expression, age, disability, national origin, ancestry, sexual orientation, marital status, parental status, military service or discharge status, political party affiliation or lack of political party affiliation, and political activity or lack of political activity, as required by ordinance, statute or other applicable law.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Deputy Clerk's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Automated Time Clock Correction Form**

Employees are required to utilize the Automated Time Clock system (“ATC”) to record their daily attendance. In the event an employee is unable or fails to use the ATC to record a time entry, this form must be completed. The employee must alert their department Deputy (or their designee) contemporaneously with the missed ATC entry so that their arrival/departure can be verified.

For swiping issues or missed swipes at the beginning of shift and/or lunch, it is the employee’s responsibility to complete this form and submit the form to HR by the end of the same business day as the swiping issue or missed swipe.

For swiping issues at the end of shift, it is the employee’s responsibility to complete this form and submit the form to HR no later than 9:30 a.m., [A10] on the next business day the employee returns to the office after the missed ATC time entry.

Employees must indicate in the appropriate field below the **ACTUAL** time of arrival or departure, not the scheduled time of arrival or departure. All ATC time entry adjustments must have an accompanying approved ATC correction form.

Please note: time falsification is a major cause infraction that may result in discipline up to and including termination.

**Employee Name:** \_\_\_\_\_

**Date of Missed ATC Entry** \_\_\_\_\_

<b>Time-In</b>	
<b>Lunch Out</b>	
<b>Lunch In</b>	
<b>Time Out</b>	

**Employee signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Deputy Clerk or Designee  
Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Timekeeper/HR Administrative Purpose Only  
Date Received: \_\_\_\_\_

Entered By: \_\_\_\_\_

## Overtime Compensation Form

Deputies, or their designees, shall use this form to approve overtime for employees in their Department. Employees must receive such authorization prior to working overtime, whenever possible. Within five days of the overtime being worked, copies of completed forms must be submitted to Human Resources and the CCCA.

**Employee Name (print):** \_\_\_\_\_ **Regular Work Schedule:** \_\_\_\_\_

**Department: Supervisor:** \_\_\_\_\_

Date	Start Time	End Time	Total Hours	Compensatory Time	Project Details or Description

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Was Overtime Authorized/Approved per the Manual?**    Yes     No

**Deputy Clerk or Designee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>HR Administration Purpose Only</b>	
Date Received: _____	Entered By: _____

## **ADA POLICY & PROCEDURE**

### **POLICY**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the Office of the Cook County Clerk's Office policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the organization policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

Beyond its legal obligations, Office of the Cook County Clerk's Office is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

### **PROCESS**

When an individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Office of the Cook County Clerk's Office will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Office of the Cook County Clerk's Office. Contact human resources (HR) with any questions or requests for accommodation.

All employees are required to comply with Office of the Cook County Clerk's Office safety standards. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation.

Individuals who are currently using illegal drugs are excluded from coverage under the company ADA policy.

The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat, and undue hardship issues.

## **Requesting Accommodation**

Employees or applicants with disabilities may request reasonable accommodations of the employer, regardless of title, salary, or employment status. This request should be made by the employee in writing to their supervisor or to the human resources department.

The reasonable accommodation does not have to be requested at the beginning of employment. However, a reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

## **Identifying Need**

Upon receiving the reasonable accommodation request, the human resources team member will meet with the employee to conduct an informal, interactive discussion. The discussion will include the following steps:

1. A review of the employee's position description delineating the essential functions from the marginal or auxiliary functions.
2. A determination of how the employee's disability limits their ability to perform the essential functions of their job in order to identify the employee as a qualified individual with a disability.
3. Identify potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance.
4. Identification of the type of accommodation needed.
5. The employee's preference of accommodation will be considered. The Office of the Cook County Clerk's Office has the right to select among the alternatives available, as long as they are effective.
6. Selection and implementation of the effective reasonable accommodation by the Office of the Cook County Clerk's Office will occur as soon as possible. The human resources department will continue to communicate with the employee to discuss timelines for obtaining the accommodation and any possible delays.

## **Medical Documentation and Confidentiality**

If the disability is not obvious and there is no other medical information already on record for the employee, the Office of the Cook County Clerk's Office may require the employee to provide documentation from a physician or other medical professional concerning the existence and extent of the disability.

The employee's medical information will be maintained in a separate confidential file. Any information regarding the employee's condition will only be made available on a need to know basis.

## **ADA Determination**

After meeting and reviewing medical documentation, the Office of the Cook County Clerk's Office' human resource department will determine whether the employee is a qualified individual with a disability and develop a reasonable accommodation plan for the employee.

The plan will:

1. State whether the employee is a "qualified individual with a disability" as defined by the ADA.
2. Outline the employee's essential job function needing accommodation.
3. Recommend types of accommodation.
4. Determine whether any accommodations causes and undue hardship or poses a direct threat.

## **Types of Reasonable Accommodation**

Accommodation will be determined on a case by case basis. The human resources department will work closely with the employee and supervisor to ensure that reasonable accommodation is provided and effective.

The employee's preference of accommodation will be considered. The Office of the Cook County Clerk's Office has the right to select among the alternatives available, as long as they are effective.

Within 90 days after the accommodations have been provided, the human resources department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job. Additional accommodations or changes to the existing accommodations may be considered.

## **Definition of Terms**

As used in this ADA policy, the following terms have the indicated meaning:

- **Disability:** A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.
- **Major life activities:** Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- **Major bodily functions:** Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

- Substantially limiting: in accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder, and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.
- Direct threat: A significant risk to the health, safety, or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.
- Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.
- Reasonable accommodations: includes any changes to the work environment and may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, telecommuting, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.
- Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:
  - Cost of the Accommodation
  - Overall Resources of the Cook County Clerk's Office
  - Displacing a fellow employee
  - Removing Essential Job Function from the Position
- Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

**Office of the Cook County Clerk Americans with Disabilities Act (ADA)  
Employee Accommodation Medical Certification Form**

Section I: For Completion by the EMPLOYEE	
Employee Name	Date of Birth
Job Title	Department
Your regular work schedule	
I authorize my medical provider(s) to complete this form for the purpose of exploring coverage and reasonable accommodations under the Americans with Disabilities Act.	
Employee Signature	Date
<b>Clerk's Office employees will need to provide their healthcare provider with a copy of their current job description. If you do not have your job description you can contact HR to obtain a copy.</b>	

Section II: For Completion by the HEALTHCARE PROVIDER	
Physician Name	Specialization / Type of Practice
Business Address	
Fax Number	Phone Number
<p>A request for a reasonable accommodation has been made by our employee. In order to assist with the interactive process, we are requesting you to provide feedback to the following questions based on your medical expertise. Please answer the questions on this form to help determine disability and reasonable accommodation.</p> <p>An employee has a disability if he or she has an impairment that substantially limits one or more major life activities, or has record of such an impairment. The (ADA) provides examples of major life activities, including caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, working, and the operation of a major bodily function, such as functions of the immune system, normal cell growth and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.</p>	
<p>Does the employee have a physical or mental impairment? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
What is the impairment (diagnosis)?	

**Office of the Cook County Clerk Americans with Disabilities Act (ADA)  
Employee Accommodation Medical Certification Form**

**Section II: For Completion by the HEALTHCARE PROVIDER**

If not permanent, how long with impairment likely last?

Will the condition continue over an extended period of time?

Yes       No

Is the patient taking medications or treatments that would be expected to affect job performance, or would pose a direct threat or safety risk? If yes, please explain.

Yes       No

Does the impairment affect a major life activity(ies)?

Yes       No

Please describe the major life activities (e.g., breathing, eating, sleeping, walking, talking, manual tasks, etc.) that are substantially limited by the medical condition or accompanying treatment. (If you prefer you can use the list provided in Section III to indicate the major life activities that are impacted by the employee's medical condition.)

Please review the attached job description. (If no job description is attached, please discuss the position with the employee to determine essential job duties and typical schedule.) What essential job function(s) listed in the job description is the employee having trouble performing because of limitation(s)?

Is the employee able to perform the essential functions of this position with, or without, reasonable accommodation?

Yes, with reasonable accommodation       Yes, without reasonable accommodation  
 No, they are unable to perform their essential job functions with or without accommodation.

If No, how long will the employee remain unable to perform these job functions?

# of weeks

# of months

permanently (circle)

## Office of the Cook County Clerk Americans with Disabilities Act (ADA) Employee Accommodation Medical Certification Form

### Section II: For Completion by the HEALTHCARE PROVIDER

If **YES**, based upon your knowledge of Employee's condition, are there any accommodations that you believe would permit Employee to perform the essential functions of his/her job?

If **YES**, how long will the employee need the reasonable accommodation to perform these job functions?

# of weeks

# of months

permanently

### Section III: For Completion by the HEALTHCARE PROVIDER

Major Life Activities that are Affected

<b>Organ System Affected</b>	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>
Immune System			
Respiratory System			
Digestive System			
Endocrine System			
Circulatory System			
Nervous System			
Musculoskeletal System			
Urinary System			
<b>Physical Activity Affected</b>	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>
Sitting			
Standing			
Walking			
Bending Over			
Climbing			
Kneeling			
Caring for Oneself			
Sleeping			
Breathing			
Speaking			
Eating			
Pushing and Pulling			
Lifting or Carrying- 10lbs or less			
Lifting or Carrying- 11 to 25 lbs.			

**Office of the Cook County Clerk Americans with Disabilities Act (ADA)  
Employee Accommodation Medical Certification Form**

Lifting or Carrying- 26 to 50 lbs.			
Lifting or Carrying- 51 to 75 lbs.			
Lifting or Carrying- over 75 lbs.			

**Section III: For Completion by the HEATHCARE PROVIDER**

**Major Life Activities that are Affected**

Repetitive Use of Hands – Right Hand			
Repetitive Use of Hands – Left Hand			
<b>Mental, Emotional, and Sensory Limitations</b>	<b>Mild</b>	<b>Moderate</b>	<b>Severe</b>
Pace of Work			
Reasoning			
Manage Multiple Priorities			
Intense Customer Interaction			
Multiple Stimuli			
Frequent Change			
Short-Term Memory			
Long-Term Memory			
Attention Span			
Hearing			
Seeing			
Reading			
Analyzing			
Learning			
Written Communication			
Verbal Communication			
Interacting with others			

[A11]

Please provide any additional information that you believe would assist the Clerk's Office in determining, in consultation with Employee, whether an accommodation can be provided to permit him/her to perform his/her job at the Clerk's Office. We stress that you should provide information that would provide us with information that should not be disclosed under GINA (see introductory language in this form).

Dated: \_\_\_\_\_

Physician's Signature

Printed Name: \_\_\_\_\_

Type of Practice: \_\_\_\_\_

Business Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## ADA ACCOMMODATION FORM - PHYSICIAN

CONFIDENTIAL

PLEASE RETURN TO [EMPLOYEE/PATIENT] OR THE COOK COUNTY CLERK'S OFFICE HUMAN RESOURCE DEPARTMENT IN A CONFIDENTIAL MANNER

The Cook County Clerk's Office requests that the treating physician(s) of \_\_\_\_\_EMPLOYEE NAME ("Employee") provide information to enable the Cook County Clerk's Office to assess whether there is a reasonable accommodation that it can provide to permit Employee to perform the essential functions of their position \_\_\_\_\_(IDENTIFY JOB TITLE).

A position description is enclosed. The information on the essential functions of the job is included in that position description. **Our employee has been advised that this form must be fully completed by you and returned no later than [date]\_\_\_\_\_.** Failure to return the form by that day may jeopardize the Employee's continued employment. Please consult this document in completing this form. If you have any questions, please contact the Cook County Human Resource Department at 312-603-2305 email: monica.samuel@cookcountyil.gov

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA title II from requesting or requiring genetic information of employees or their family members. In order to comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Physician's Name \_\_\_\_\_Telephone Number \_\_\_\_\_

Date of Treatment \_\_\_\_\_Probable Duration of Condition: \_\_\_\_\_

Is Employee substantially limited in any major life activities as a result of his/her health condition? If so, please identify the major life activities.

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Is Employee unable to perform any of the essential functions of his/her job as listed in the position description or limited in his/her ability to do so? If so, please identify each limitation or inability to perform and the expected duration.

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**Does the condition cause Employee any functional limitations (such as limitation in the ability to reach, stand, bend, grip, concentrate, speak, etc.)? If so, please describe the limitations and their expected duration.**

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**Does Employee require leave from work or a reduced schedule as a result of his/her health condition? If so, please indicate what additional leave is required and/or what schedule of work Employee is able to adhere to and what you estimate to be the expected duration of this need.**

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**Will the condition cause episodic flare ups periodically preventing Employee from performing his/her job functions and if so, please provide the anticipated frequency and duration of such flare ups as well as any accommodations that the employee will require as a result.**

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**COOK COUNTY CLERK'S OFFICE  
REQUEST FOR VESSA ACCOMMODATION**

This form is to be completed by any Cook County employee who is requesting a reasonable accommodation pursuant to the Illinois Victims' Economic Security and Safety Act of 2003 (VESSA).

When complete, this form must be submitted to the Cook County Clerk's Office Human Resources Division at 118 N. Clark St., Room 230, Chicago, IL 60602 or cookcountyclerk.com or by fax at (312) 603-5063. If you have any questions, you may call the CCCO HR Division at (312) 603-5763.

**EMPLOYEE INFORMATION**

Name:

Best Contact Number:

Work Phone:

Job Title:

Department:

Work Location:

IF NECESSARY, PLEASE USE ADDITIONAL SHEETS FOR ANY OF THE INFORMATION REQUESTED

**THE REASON FOR THE REQUEST**

- The employee is the victim of domestic violence, sexual assault, or stalking.**
- The employee has a family or household member who is a victim of domestic violence, sexual assault, or stalking.**

Relationship to family or household member: \_\_\_\_\_

**Along with this form, you must submit at least one of the following:**

- Documentation from a victim services organization, attorney, health care provider, or other professional from whom assistance has been sought;
- A police report;
- A court order of protection; or
- Other corroborating written evidence of the need for leave.

**THE REQUESTED ACCOMMODATION**

**Please describe the accommodation you are requesting.** Examples of possible accommodations include adjusting your work schedule or location, changing your telephone number, or seating assignment, installing a lock at a work location or on office furniture, or implementing a safety procedure.

**By signing below, I attest that the information provided in this document is true and accurate to the best of my knowledge, and that any intentional misrepresentation contained in the request may result in disciplinary action, up to and including, discharge.**

Employee Signature:

Date:

**COOK COUNTY CLERK'S OFFICE  
REQUEST FOR VESSA LEAVE FORM**

**EMPLOYEE INFORMATION**

Name:		Employee #:
Job Title:	Phone:	
Department/Division:		

**SECTION 1  
THIS SECTION SHOULD BE COMPLETED BY THE EMPLOYEE AND SUBMITTED TO THE CCCO HR LEAVE  
COORDINATOR AT LEAST 48 HOURS BEFORE TAKING ANY LEAVE, IF POSSIBLE.**

**IF THIS IS THE FIRST REQUEST FOR LEAVE:**

<b>Reason for leave request (check one):</b>	
<input type="checkbox"/>	Domestic violence, sexual assault or stalking of employee
<input type="checkbox"/>	Domestic violence, sexual assault or stalking of family or household member
<b>Expected duration (check one):</b>	
<input type="checkbox"/>	Leave will be taken from (month/day/year): _____ to: _____
<input type="checkbox"/>	Leave will be taken intermittently. Anticipated first date (month/day/year): _____

To request an accommodation, please complete and submit the Request for VESSA Accommodation Form to the CCCO – HR Division

**Along with this form, you MUST SUBMIT at least one of the following:**

- Documentation from a victim services organization, attorney, health care provider, or other professional from whom assistance has been sought;
- A police report;
- A court order of protection; and/or
- Other corroborating written evidence of the need for leave.

**IF THIS IS A NOTIFICATION OF UPCOMING LEAVE DATES AND VESSA LEAVE HAS PREVIOUSLY BEEN APPROVED:**

I will be utilizing my VESSA rights and will be taking leave on \_\_\_\_\_

If leave will be for an extended period of time, until: \_\_\_\_\_

Reason for this leave?

**I have read the VESSA Leave Policy and understand all my rights and obligations under this policy. I certify and affirm that all information provided is true and accurate.**

Employee Signature:	Date:
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**SECTION 2**  
TO BE COMPLETED BY THE CCCO HUMAN RESOURCES LEAVE COORDINATOR

**IF THIS IS THE FIRST REQUEST FOR LEAVE:**

Is the employee in active status? **YES / NO**

Has the employee provided certification that he/she is a victim of domestic violence, sexual assault or stalking or that he/she has a family or household member (spouse, parent, son, daughter, or person jointly residing in the same household) who is a victim of domestic violence, sexual assault, or stalking? **YES / NO**

**What type of certified documentation has been provided (check all that apply)** **YES / NO**

	Documentation from a victim services organization, attorney, healthcare provider, or other professional from whom assistance has been sought:	
	A police report	
	A court order of protection	
	Other corroborating written evidence of the need for leave	

**Based on the answers above, is the employee eligible for VESSA leave?** **YES / NO**

**If no, state reason(s):**

**IF THIS IS A NOTIFICATION OF UPCOMING LEAVE DATES AND VESSA LEAVE HAS PREVIOUSLY BEEN APPROVED:**

Is the request for leave in this form approved? **YES / NO**

Current balance of VESSA leave hours remaining prior to the taking of this leave:

This form can be used retroactively to classify leave taken without notification as VESSA leave. **Please sign below to indicate your review of and response to this VESSA leave request.**

CCCO HR Leave Coordinator Signature:

Date:

## **ARTICLE VII. – COOK COUNTY ETHICS ORDINANCE**

### **DIVISION 1. - GENERALLY**

**Secs. 2-548—2-559. - Reserved.**

### **DIVISION 2. - CODE OF ETHICAL CONDUCT**

#### **Subdivision I. - In General**

**Sec. 2-560. - Short title.**

This division shall be known and may be cited as the "Cook County Ethics Ordinance."

**Sec. 2-561. - Purpose**

(a) The purpose of this division is to establish the code of conduct for every Official, Board or Commission Appointee, and Employee of the County. All Officials, Board or Commission Appointees, and Employees of the County shall:

- (1) Owe a fiduciary duty to the County;
- (2) Treat members of the public with respect and be responsive and forthcoming in meeting their requests for information;
- (3) Protect the County's interests when contracting for outside services;
- (4) Put forth honest effort in the performance of their duties;
- (5) Conduct business on behalf of the County in a financially responsible manner;
- (6) Protect and conserve County property and assets, and use County property and assets for authorized purposes or activities;

(7) Adhere to all applicable laws and regulations; and

(8) Report any violations, suspected violations, or other misconduct under this article to the Board of Ethics or the Office of the Independent Inspector General of Cook County in a timely manner.

(b) This division is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the County, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(Ord. No. 16-5326, 10-5-2016; Ord. No. 16-5767, 12-14-2016.)

### **Sec. 2-562. - Definitions.**

The following words, terms, and phrases, when used in this division shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

*Absolutely necessary* means that another means of identification, such as employee identification number, cannot be substituted for the social security number without frustrating the purpose of the request.

*Agency* means the County Board, any committee or other subdivision thereof, any County department or other administrative unit, commission, board, or other division of the government of the County.

*Board or Commission Appointee* means all individuals appointed by the President to any Boards or Commissions created by State Statute or County Ordinance that require the approval, confirmation or advice and consent of the County Board.

*Board or Commission* means any Board or Commission created under County Ordinance or State Statute whose members are appointed by the President subject to the approval, confirmation or advice and consent of the County Board.

*Board of Ethics* means the County Board of Ethics, as defined in [Section 2-591](#).

*Campaign for elective office* means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any Federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities:

- (1) Relating to the support or opposition of any executive, legislative, or administrative action;
- (2) Relating to collective bargaining; or
- (3) That are otherwise in furtherance of the person's official duties.

*Candidate* means any person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination,

and who remains eligible for placement on the ballot at either a general primary election or general election or who has raised or expended money in pursuit of elected office.

*Collective bargaining* has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 5/1-3).

*Compensated time* means any time worked by or credited to an employee that counts toward any minimum work time requirement imposed as a condition of employment but does not include any designated holidays or any period when the employee is on a leave of absence.

*Compensation* means money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.

*Compensatory time off* means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of employment.

*Confidential Information* means any information that may be exempt from disclosure under the Illinois Freedom of Information Act, codified at 5 ILCS 140/1, et seq. or required to be held confidential by agreement.

*Contract management authority* means personal involvement in or direct supervisory responsibility for the formation or execution of a County contract, including without limitation the preparation of specifications, evaluation of bids or proposals, negotiation of contract terms or supervision of performance.

*Contribution* has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

*County* means the County and all government agencies of the County.

*Done Business* or *Doing Business* means any one or any combination of sales, purchases, leases, or contracts to, from or with the County or any County agency in excess of \$10,000.00 during the previous four years.

*Economic interest* means any interest valued or capable of valuation in monetary terms; provided that economic interest is subject to the same exclusion as financial interest.

*Employee* means an individual employed by the County whether part-time or full-time or by a contract of employment. The term "employee" shall include individuals employed by County Officers as referenced in Article VII, Section 4 of the Illinois Constitution. The term "employee" shall not include judges of election.

*Familial relationship* shall mean a person who is related to an official, employee, board or commissioner appointee as spouse or any of the following, whether by blood, marriage or adoption: as parent, father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or

grandmother of the official's, employee's, board or commission appointee's spouse, domestic partner, civil union partner, parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister.

*Financial interest* means any of the following:

- (1) Any interest as a result of which the owner currently received or is entitled to receive in the future more than \$1,200.00 per year.
- (2) Any interest with a cost or present value of \$5,000.00 or more.
- (3) Any interest representing more than ten percent of a corporation, partnership, sole proprietorship, firm, enterprise, franchise, organization, holding company, joint stock company, receivership, trust, or any legal entity organized for profit provided, however, the term "financial interest" shall not include any of the following:
  - a. Any ownership through purchase at fair market value of inheritance of less than one percent of the shares of a corporation, or any value of or dividends of such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934 (15 U.S.C. § 78a et seq.);
  - b. The authorized compensation paid to an official or employee for his or her office or employment, or the authorized compensation paid to a board or commission appointee for his or her office or employment;
  - c. Any economic benefit provided equally to all residents of the County;
  - d. A time or demand deposit in a financial institution;
  - e. An endowment or insurance policy or annuity contract purchased from an insurance company;
  - f. Any accrued pension rights in the County fund; or
  - g. With respect to a mutual fund, the individual securities of other instruments owned by the mutual fund.

*Gift* means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an official, board or commission appointee or employee that is given without fair-market consideration. Gifts shall exclude:

- (1) Anything for which the official, board or commission appointee or employee or his or her spouse, domestic partner, civil union partner or immediate family member living with him or her pays the market value;
- (2) Any opportunities, benefits, or services that are available to an official, board or commission appointee or employee or his or her spouse, domestic partner, civil union

partner or immediate family member living with him or her on the same terms and conditions as the general public; and

(3) Any contribution that is lawfully made and reported under the Election Code or under this article associated with political fundraising for a political organization, political committee, or candidate for elected office.

*Leave of absence* means any period during which an employee does not receive compensation for employment, service credit towards pension benefits, and health insurance benefits paid for by the employer.

*Legislative action* means the introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval, veto or other official action or nonaction on any ordinance, resolution, motion, order, appointment, application or other matter pending or proposed in the County Board or any committee or subcommittee thereof.

*Official* means any elected County official (or appointed official, regardless of whether the official is compensated).

*Person* means any individual, entity, corporation, partnership, firm, association, organization, unincorporated organization, company, recipient of County funds, union, trust, trustee, legal representative, legal entity, estate, as well as any corporate affiliate of any of the foregoing, and whether or not operated for profit.

*Political activity* means any activity in support of or in connection with any campaign for elective office or any political organization or political committee, but does not include activities relating to the support or opposition of any executive, legislative or administrative action; if in furtherance of the person's official duties, relating to bargaining; or that are otherwise in furtherance of the person's official duties.

*Political committee* incorporates the definition of that term as it appears in the Illinois Election Code, 10 ILCS 5/9-1.8(a).

*Political organization* means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under [Section 9.3](#) of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

*Prohibited political activity* means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including, but not limited to, the purchase of, selling, distributing, or receiving payment for tickets for any political fund-raiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization or political committee for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization or political committee for political purposes or for or against any referendum question.

(6) Assisting at the polls on behalf of any political organization, political committee, or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or political committee or for or against any referendum questions or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization or political committee for political purposes.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

*Prohibited source* means any person or entity who:

(1) Is seeking official action:

a. By the official, board or commission appointee; or

b. In the case of an employee, by the employee or by the official, County agency, board, or commission or other employee directing the employee.

(2) Does business or seeks to do business:

- a. With the official, board or commission appointee; or
- b. In the case of an employee, with the employee or with the official, County agency, board, or commission or other employee directing the employee.

(3) Conducts activities regulated:

- a. By the official, board or commission appointee; or
- b. In the case of an employee, by the official, County agency, board, or commission or other employee directing the employee.

(4) Has interests that may be substantially affected by the performance or nonperformance of the official duties of the official, board or commission appointee or employee; or

(5) Is registered or required to be registered with the County pursuant to the Cook County Lobbyist Ordinance, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors.

*Publicly post or publicly display* means to intentionally communicate or otherwise intentionally make available to the general public.

*Relative*, meaning those people related to the, official, employee or board or commission appointee as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the official's, employee's, board or commission appointee's spouse, domestic partner, or civil union partner.

*Seeking to do business* means taking action within the past six months to obtain a contract or business with the County when, if such action were successful, it would result in the person doing business with the County. This includes responding to a request for qualifications, joining a pool of pre-qualified vendors or any similar procurement vehicle. The presumption that such a person is "seeking to do business" will last for the same duration as any RFQ, pre-qualified pool or similar procurement vehicle remains valid for all qualified respondents.

*Single candidacy* means the time period during which a candidate is seeking office with primary election and general election being separate candidacies.

*Statement* means the disclosure of economic interest form required to be filed by the Illinois Governmental Ethics Act (5 ILCS 420/4A-101 et seq.).

(Ord. No. 93-O-29, art. 1, 8-3-1993; Ord. No. 99-O-18, art. I, 6-22-1999; Ord. No. 04-O-18, art. I, 5-18-2004; Ord. No. 11-O-76, 9-7-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-563. - Applicability.**

This Ordinance shall apply to all officials, board or commission appointees and employees of Cook County, as defined in [Section 2-562](#). Board or commission appointees must agree to adhere to the Cook County Ethics Ordinance in order to be eligible for appointment to any board or commission as defined in [Section 2-562](#). This Article shall further apply where applicable to persons doing business, seeking to do business or who have done business with Cook County, prohibited sources and candidates for County office.

(Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Secs. 2-564—2-570. - Reserved.**

## **Subdivision II. - Code of Ethical Conduct**

### **Sec. 2-571. - Fiduciary duty.**

(a) Officials and employees shall at all times in the performance of their public duties owe a fiduciary duty to the County. Board or commission appointees appointed under County Ordinance owe a fiduciary duty to the County in the performance of their public duties and appointed board or commission appointees appointed under State Statute owe a fiduciary duty to the members of the public for which they have been appointed to serve.

(b) The fiduciary duty owed by officials, Board or commission appointees and employees shall include the following duties:

- (1) Avoid the appearance of impropriety;
- (2) Comply with laws and regulations by avoiding both the violation of any applicable law or regulation and the creation of a strong risk of a violation of any other law or regulation;
- (3) Conserve County property and assets and avoid their wasteful use;
- (4) Conduct business on behalf of the County in a financially responsible manner;
- (5) Protect the County's best interests when contracting for outside services; and
- (6) Report any violations, suspected violations, or other misconduct under this article to the Board of Ethics or the Office of the Independent Inspector of Cook County in a timely manner.

(Ord. No. 93-O-29, § 2.1, 8-3-1993; Ord. No. 99-O-18, § 2.1, 6-22-1999; Ord. No. 04-O-18, § 2.1, 5-18-2004; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016; Ord. No. 16-5767, 12-14-2016.)

### **Sec. 2-572. - Improper influence.**

(a) No official or employee shall make, participate in making or in any way attempt to use their official position to influence any County governmental decision or action in which the official or employee knows, has reason to know or should know that the official or

employee has any economic interest distinguishable from that of the general public of the County.

b) No official or employee shall make, participate in making or in any way attempt to use their official position to influence any County governmental decision or action, including decisions or actions on any Cook County Board Agenda Item, in exchange for or in consideration of the employment of said official's or employee's relatives, domestic partner or civil union partner by any other official or employee.

(c) No board or commission appointee shall make, participate in making or in any way attempt to use his or her official position to influence any decision or action by the Board or Commission to which they are appointed in which the board or commission appointee knows, has reason to know or should know that the board or commission appointee has any economic interest distinguishable from that of the general public served by the board or commission to which they are appointed.

(Ord. No. 93-O-29, § 2.2, 8-3-1993; Ord. No. 99-O-18, § 2.2, 6-22-1999; Ord. No. 04-O-18, § 2.2, 5-18-2004; Ord. No. 11-O-41, 3-15-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-573. - Dual employment.**

(a) No official or employee shall accept other employment which will impair his or her independence of judgment in the exercise of official duties.

(b) No official or employee shall accept other employment which will impair his or her ability to perform County duties and responsibilities.

(c) The Ethics Director and Chief of the Bureau of Human Resources shall be authorized to promulgate rules regarding dual employment; said rules shall be applicable to all offices and agencies under the jurisdiction of the Ethics Ordinance. Any deviation from said rules shall be approved by the Ethics Director.

(Ord. No. 93-O-29, § 2.3, 8-3-1993; Ord. No. 99-O-18, § 2.3, 6-22-1999; Ord. No. 04-O-18, § 2.3, 5-18-2004; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-574. - Receiving and soliciting gifts and favors.**

(a) Gift ban. Except as otherwise provided in this division, no official, board or commission appointee or employee shall intentionally solicit or knowingly accept any gift from any prohibited source or in violation of any Federal or State statute, rule, or regulation or any County ordinance, rule or regulation. This ban applies to and includes spouse, domestic partners, civil union partners of, and immediate family living with the official, board or commission appointee or employee. No prohibited source shall intentionally offer or make a gift that violates this Section.

(b) Exceptions. The restriction in Subsection (a) of this Section does not apply to the following:

(1) *Educational materials, training, conferences, and missions.* This exception may be further defined by rules adopted by the Board of Ethics.

(2) *Travel expenses for a meeting to discuss County or Board or Commission business.* This exception may be further defined by rules adopted by the Board of Ethics.

(3) *Gift from relative.* A gift from a prohibited source who is also a relative of the recipient official, board or commission appointee or employee or his or her spouse or immediate family member living with him or her.

(4) *Gift on basis of personal friendship.* A gift from a prohibited source who is also a personal friend of the recipient official, board or commission appointee or employee or his or her spouse or immediate family member living with him or her, provided by that individual on the basis of the personal friendship unless the official, board or commission appointee or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the official, board or commission appointee or employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, Board of Ethics shall consider the circumstances under which the gift was offered, such as:

a. The history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals, particularly the history of the relationship pre-dating the official position or employment of the official, board or commission appointee or employee;

b. Whether to the actual knowledge of the official, board or commission appointee or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and

c. Whether to the actual knowledge of the official, board or commission appointee or employee the individual who gave the gift also at the same time gave the same or similar gifts to other officials or employees or their spouses, domestic partners, civil union partners or immediate family members living with them.

(5) *Food or refreshments not exceeding \$75.00 per person.* Food or refreshments not exceeding \$75.00 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased or prepared or catered. For purposes of this subsection, the term "catered" means food or refreshments that are purchased ready to eat and delivered by any means.

(6) *Food, refreshments, lodging, transportation, etc., from outside employment.* Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the official, board or commission appointee or employee as an office holder or employee) of the official, board or commission appointee or employee, or the spouse, domestic partner, or civil union partner of the official, board or commission appointee or employee, if the benefits have not been offered or enhanced because of the official position or employment of the official, board or commission appointee or employee, and are customarily provided to others in similar circumstances.

(7) *Intra-governmental and inter-governmental gifts.* For the purpose of this article "intra-governmental gift" means any gift given to an official or employee of a County agency or

board or commission appointee from another official or employee of the same County agency or board or commission; and "inter-governmental gift" means any gift given to an official, board or commission appointee or employee of a County agency or department by an official, board or commission appointee or employee of another County agency or department, of a State of Illinois agency, of a Federal agency, or of any governmental entity.

(8) *Bequests.* Bequests, inheritances, and other transfers at death.

(9) *Items valued at less than \$100.00.* Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.00.

Each of the exceptions listed in this subsection is independent of one another.

(c) An official, board or commission appointee or employee does not violate this article if the official, board or commission appointee or employee promptly takes reasonable action (within 30 days of receipt) to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

(d) Gifts which have a value of greater than \$100.00 (or a series of gifts with an aggregate value of greater than \$100.00 from one prohibited source during any calendar year) received by any official, board or commission appointee or employee from a prohibited source shall be disclosed to the Board of Ethics by the recipient within ten business days of receipt. The disclosure shall include the name and government title of the recipient; the name, address, occupation and employer of the donor; a description of the gift and its value; and the intended use or disposition of the gift. This requirement applies with equal force to gifts that are excepted from the restriction in Subsection (a) of this section and gifts for which an official, board or commission appointee or employee has taken an action under Subsection (c) of this section in order to remain compliant with Subsection (a).

(e) Any and all gifts having a value greater than \$100.00 and received by an official, board or commission appointee or employee for participating in speaking engagements, lectures, debates or organized discussion forums arising out of his or her County employment shall be disclosed to the Board of Ethics within ten business days of receipt.

(Ord. No. 93-O-29, § 2.4, 8-3-1993; Ord. No. 99-O-18, § 2.4, 6-22-1999; Ord. No. 99-O-22, § 1(2.4(b)(3)), 7-8-1999; Ord. No. 04-O-18, § 2.4, 5-18-2004; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-575. - Reserved.**

**Sec. 2-576. - County-owned property.**

No official, board or commission appointee or employee shall engage in or permit the unauthorized use of property that is owned or leased by the County or the Board or Commission to which they are appointed. Such property shall only be used for official County or Board or Commission business.

(Ord. No. 93-O-29, § 2.6, 8-3-1993; Ord. No. 99-O-18, § 2.6, 6-22-1999; Ord. No. 04-O-18, § 2.5, 5-18-2004; Ord. No. 12-O-38, 7-24-2012.)

**Sec. 2-577. - Use or disclosure of confidential information.**

No official, board or commission appointee or employee shall use or disclose confidential information gained in the course of or by reason of his or her position or employment, other than:

- (1) In the performance of his or her official duties;
- (2) As may be required by law; or
- (3) As permitted in [Section 2-584](#) or other whistleblower law.

(Ord. No. 93-O-29, § 2.7, 8-3-1993; Ord. No. 99-O-18, § 2.7, 6-22-1999; Ord. No. 04-O-18, § 2.6, 5-18-2004; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-578. - Conflicts of interest.**

(a) No official or employee shall make, or participate in making, any County governmental decision and no board or commission appointee shall make, or participate in making, any board or commission decision with respect to any matter in which the official, board or commission appointee or employee, or the spouse, or dependent, domestic partner or civil union partner of the official or employee, has any economic interest distinguishable from that of the general public. For purposes of this Section, the term "dependent" shall have the same meaning as provided in the U.S. Internal Revenue Code, as amended.

(b) Any employee who has a conflict of interest as described by Subsection (a) of this Section shall advise his or her supervisor of the conflict or potential conflict. The immediate supervisor shall either:

- (1) Assign the matter to another employee; or
- (2) Require the employee to eliminate the economic interest giving rise to the conflict and only thereafter shall the employee continue to participate in the matter.

(c) Any official, board or commission appointee or employee who has a conflict of interest as described by Subsection (a) of this Section shall disclose the conflict of interest in writing the nature and extent of the interest to the Cook County Board of Ethics as soon as the employee, board or commission appointee or official becomes aware of such conflict and shall not take any action or make any decisions regarding that particular matter. A Cook County Board Commissioner shall vote present on any matter in which they may have a conflict of interest and shall also notify the Cook County Board of Ethics of such interest within 24 hours of introduction of any ordinance, resolution, contract, order or other matter before the Cook County Board of Commissioners, or as soon thereafter as the Commissioner is or should be aware of such conflict of interest. The Board of Ethics shall make all disclosures available for public inspection and copying immediately upon request.

(Ord. No. 93-O-29, § 2.8, 8-3-1993; Ord. No. 99-O-18, § 2.8, 6-22-1999; Ord. No. 04-O-18, § 2.7, 5-18-2004; Ord. No. 11-O-36, 3-15-2011; Ord. No. 11-O-44, 4-20-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-579. - Representation of other persons.**

(a) No elected official or employee may represent, or have an economic interest in the representation of any person other than the County in a formal or informal proceeding or transaction before any County agency in which the agency's action or nonaction is of a non-ministerial nature and no board or commission appointee may represent, or have an economic interest in the representation of any person other than the board or commission in a formal or informal proceeding or transaction before said board or commission to which the board or commission appointee is a party in which the board or commission's action or nonaction is of a non-ministerial nature.

(b) No elected official or employee may have an economic interest in the representation of any person in any judicial or quasi-judicial proceeding before any administrative agency or court in which the County is a party and that person's interest is directly adverse to that of the County and no board or commission appointee may have an economic interest in the representation of any person in any judicial or quasi-judicial proceeding before any administrative agency or court in which said board or commission to which the board or commission appointee is a party and that person's interest is directly adverse to that of the board or commission.

(c) No appointed official may represent any person in the circumstances described in Subsection (a) or (b) of this Section unless the matter is wholly unrelated to the appointed official's County duties and responsibilities and no board or commission appointee may represent any person in the circumstances described in Subsection (a) or (b) of this Section unless the matter is wholly unrelated to the board or commission appointee's duties and responsibilities.

(d) For purposes of this Section, the term "economic interest" shall not include the interest of the spouse, domestic partner or civil union partner of an official, board or commission appointee or employee which interest is related to the independent occupation, profession or employment of the spouse, domestic partner, or civil union partner.

(Ord. No. 93-O-29, § 2.9, 8-3-1993; Ord. No. 99-O-18, § 2.9, 6-22-1999; Ord. No. 04-O-18, § 2.8, 5-18-2004; Ord. No. 11-O-40, 3-15-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-580. - Post-employment restrictions.**

(a) No former official or employee shall assist or represent any person other than the County in any judicial or administrative proceeding involving the County if the official or employee was counsel of record or participated personally and substantially in the proceeding during his or her term of office or employment.

(b) No former official or employee shall assist or represent any person in any business transaction involving the County, if the official or employee participated personally and substantially in that transaction during his or her term of office or employment.

(c) No former official or employee may, for a period of one year after the termination of his or her term of office or employment, knowingly accept employment or receive compensation or fees for services from an employer if the employee or official, during the year immediately preceding termination of County employment and on behalf of the County, participated personally and substantially in the decision to award County contracts with a cumulative value of over \$10,000.00 to the employer.

(d) No former official or employee may, for a period of one year after the termination of his or her term of office or employment, knowingly and for compensation lobby any County official or employee on behalf of any other entity.

(e) No former official or employee may, for a period of one year after the termination of his or her term of office or employment, contract with the County to provide more than \$5,000.00 in compensated professional services to the County or otherwise receive more than \$5,000.00 in compensation for his or her labor from the County, unless the agency seeking to retain the former official or employee's services provides a certification to the Board of Ethics that the former official or employee's County experience or expertise is such that retention of that person for the specific services at issue is necessary to provide continuity of operations and/or will provide significant efficiencies to the County over hiring an employee or engaging an outside vendor to perform such services. A copy of this certification shall be filed with the Secretary of the Cook County Board of Commissioners.

(f) The requirements of this Section may be waived by the Board of Ethics upon a showing by the former official or employee that such waiver would not result in a conflict of interest, disclosure of the County's confidential information or the appearance of impropriety. Additional requirements for waiver may be further defined by rules adopted by the Board of Ethics, as authorized.

(g) This Section applies only to persons who terminate an affected position on or after the effective date of this article.

(Ord. No. 93-O-29, § 2.10, 8-3-1993; Ord. No. 99-O-18, § 2.10, 6-22-1999; Ord. No. 04-O-18, § 2.9, 5-18-2004; Ord. No. 09-O-73, 10-6-2009; Ord. No. 16-5326, 10-5-2016; [Ord. No. 19-5429, 9-26-2019](#).)

#### **Sec. 2-581. - Interest in county business or board or commission business.**

(a) No elected official or employee shall have a financial interest in his or her own name or in the name of any other person in any contract, work or business of the County, or in the case of a board or commission appointee in any contract, work or business of the board or commission to which they are appointed or that which the board or commission approves. No elected official or employee shall have a financial interest in his or her own name or in the name of any other person in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid with funds belonging to or administered by the County, or in the case of a board or commission appointee in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid with funds belonging to or administered by the board or commission to which they are appointed. Compensation for property taken pursuant to the County's eminent domain power shall not constitute a financial interest within the meaning of this Section. Unless sold pursuant to a process of competitive bidding following public notice, no elected official or employee shall have a financial interest in the purchase of any property that:

- (1) Belongs to the County;
- (2) Is sold for taxes or assessments; or
- (3) Is sold by virtue of legal process at the suit of the County.

(b) No appointed official shall engage in a transaction described in Subsection (a) of this Section unless the matter is wholly unrelated to the appointed official's County duties and responsibilities and no board or commission appointee shall engage in a transaction described in Subsection (a) of this Section unless the matter is wholly unrelated to the board or commission appointee's board or commission duties and responsibilities.

(c) For purposes of this Section, the term "financial interest" shall not include the interest of the spouse, domestic partner, or civil union partner of an official or employee which interest is related to the independent occupation, profession or employment of the spouse, domestic partner, or civil union partner.

(Ord. No. 93-O-29, § 2.11, 8-3-1993; Ord. No. 99-O-18, § 2.11, 6-22-1999; Ord. No. 04-O-18, § 2.10, 5-18-2004; Ord. No. 11-O-37, 3-15-2011; Ord. No. 12-O-38, 7-24-2012.)

#### **Sec. 2-582. - Employment of relatives.**

(a) No official, board or commission appointee or employee shall participate in a hiring decision, or shall employ or advocate for employment, in any agency over which such official, board or commission appointee or employee either serves or over which he or she exercises authority, supervision or control, any person who is a relative of said official or employee, or in exchange for or in consideration of the employment of any said official's or employee's relatives, by any other official, board or commission appointee or employee.

(b) No official or employee, on behalf of any County agency, shall participate in a decision whether to contract with any person with whom or in which the official or employee knows that a relative of that official or employee has a financial interest. No official or employee shall exercise contract management authority where any relative of the official or employee is employed by or has contracts with persons doing County work over which the County official or employee has or exercises contract management authority. No board or commission appointee, on behalf of the board or commission to which they are appointed, shall participate in a decision whether to contract with any person with whom or in which the board or commission appointee knows that a relative of that board or commission appointee has a financial interest. No board or commission appointee shall exercise contract management authority where any relative of the board or commission appointee is employed by or has contracts with persons doing board or commission work over which the board or commission appointee has or exercises contract management authority.

(c) Any person or persons doing business with the County shall be required, upon execution of a contract with the County of Cook, to disclose to the Board of Ethics the existence of familial relationships they may have with all persons, defined as a relative in [Section 2-562](#), holding an elected office associated with the County of Cook, i.e., Cook County Commissioner, Cook County Board President, Cook County Sheriff, Cook County State's Attorney, Cook County Assessor, Cook County Clerk, Cook County Clerk of the Circuit Court, Cook County Treasurer, Cook County Board of Review, and Cook County State's Attorney. In the event that a business entity is contracted to do business with the

County of Cook, the disclosure shall apply to the following persons who are employed by the business entity or who were employed by the business entity during the 12-month period immediately preceding the date of the contract:

- (1) All persons who are designated as the entity's board of directors;
  - (2) All officers of the business entity;
  - (3) All persons who are responsible for the general administration or operation of the entity;
  - (4) All agents who are duly authorized to execute documents related to Cook County business on behalf of the business entity;
  - (5) All employees who are directly engaged in contractual work with the County on behalf of the business entity.
- (d) All persons registered as a lobbyist with the County of Cook shall be required, upon filing with the Cook County Clerk, to disclose to the Board of Ethics the existence of familial relationships they may have with all persons, as defined as a relative in [Section 2-562](#), holding an elected office associated with the County of Cook, i.e., Cook County Commissioner, Cook County Board President, Cook County Sheriff, Cook County State's Attorney, Cook County Assessor, Cook County Clerk, Cook County Clerk of the Circuit Court, Cook County Treasurer, and Cook County Board of Review Commissioner.
- (e) The disclosure required by this Section shall be filed by January 1 of each calendar year or within 30 days of the execution of any contract or lease.
- (f) Any person or business entity who is doing business with the county in accordance with Subsection (d), at the time this Ordinance is passed shall be required to file such disclosure no later than 60 days after the effective date of this Section.
- (g) In addition to other penalties provided in this division, any person filing a late disclosure statement under this Section shall be assessed a late penalty in the amount of \$100.00 per day the disclosure is late, payable to the Cook County Board of Ethics upon filing. Any person filing an annual disclosure statement after January 31 shall be subject to the late penalty.
- (h) In addition to the penalties provided for in subsection (g) of this Section, any person or business entity convicted of a violation of any provision of this division may be prohibited for a period of three years from the date of the conviction from engaging, directly or indirectly, in any business with the County of Cook. Any person or business entity who is found by the Board of Ethics to have knowingly or willfully filed a false, misleading or incomplete disclosure shall be prohibited for a period of three years from the date of the conviction from engaging, directly or indirectly, in any business with the County of Cook.
- (i) The Cook County Board of Ethics is hereby authorized to promulgate rules and procedures for the reporting and enforcement of this Section, including the designation of a disclosure form to be used by all persons required to file under this Section.

(Ord. No. 93-O-29, § 2.12, 8-3-1993; Ord. No. 99-O-18, § 2.12, 6-22-1999; Ord. No. 04-O-18, § 2.11, 5-18-2004; Ord. No. 09-O-68, 9-16-2009; Ord. No. 11-O-38, 3-15-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 16-5326, 10-5-2016; [Ord. No. 20-4415, 12-17-2020](#).)

**Sec. 2-583. - Political activity.**

(a) No official, board or commission appointee or employee shall compel, coerce, or intimidate any County official or employee to make or refrain from making any political contribution. No official, board or commission appointee shall directly solicit any political contribution from his or her employees, the spouses, domestic partners, or civil union partners of or immediate family living with his or her employees. Nothing in this subsection shall be construed to prevent any official, board or commission appointee or employee from voluntarily making a contribution or from receiving a voluntary contribution.

(b) No employee with contract management authority or board or commission appointee of a County official whose board or commission appointment provides for compensation and requires confirmation by the Cook County Board of Commissioners shall serve on the political committee of any elected official or candidate for County office.

(c) County employees shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). County employees or officials shall not intentionally misappropriate any County property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization or political committee.

(d) At no time shall any official or employee intentionally misappropriate the services of any County employee and at no time shall any board or commission appointee misappropriate the services of any board or commission employee by requiring that employee to perform any prohibited political activity:

(1) As part of that employee's County duties or in the case of a board or commission, as part of that employee's board or commission duties;

(2) As a condition of County employment or in the case of a board or commission, as a condition of board or commission employment; or during any time off that is compensated by the County or board or commission (such as vacation, personal, or compensatory time off).

(e) A County employee or board or commission appointee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.

(f) A County employee or board or commission appointee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.

(g) Nothing in this Section prohibits activities that are otherwise appropriate for a County employee or board or commission appointee to engage in on a voluntary basis as permitted by law.

(Ord. No. 93-O-29, § 2.13, 8-3-1993; Ord. No. 99-O-18, § 2.13, 6-22-1999; Ord. No. 04-O-18, § 2.12, 5-18-2004; Ord. No. 10-O-56, 9-15-2010; Ord. No. 11-O-39, 3-15-2011; Ord. No. 12-O-38, 7-24-2012; Ord. No. 13-O-49, 10-2-2013; Ord. No. 16-5326, 10-5-2016.)

**ec. 2-584. - Whistleblower protection.**

(a) No complainant, or employee acting on behalf of a complainant, shall be discharged, threatened, or otherwise discriminated against regarding compensation, terms, conditions, location, or privileges of employment because:

(1) The complainant or employee acting on behalf of the complainant reports or is about to report, verbally or in writing, a violation or suspected violation of this Ordinance; or

(2) The complainant or employee acting on behalf of the complainant is requested to participate in an investigation, hearing or inquiry held pursuant to this Ordinance, or in any related court action.

(b) This Section shall not apply to a complainant, or employee acting on behalf of a complainant, who knowingly makes a false report.

(Ord. No. 93-O-29, § 2.14, 8-3-1993; Ord. No. 99-O-18, § 2.14, 6-22-1999; Ord. No. 04-O-18, § 2.13, 5-18-2004.)

**Sec. 2-585. - Limitations of contributions to candidates and elected officials.**

(a) No person shall make contributions exceeding the limits established by the Election Code, 10 ILCS 5/9-1 et seq., when making contributions to any of the following elected officials or candidates for such office: County Board President; Cook County Commissioner; Cook County State's Attorney; Cook County Clerk of the Circuit Court; Cook County Assessor; Cook County Treasurer; Cook County Board of Review Commissioner; Cook County Sheriff; and Cook County Clerk except as otherwise provided in [Section 2-585](#).

(b) No person who does business with the County or who has done business with the County within the preceding four years; or is seeking to do business with the County; or is a person required to register as a lobbyist with the County; or who has sought official action by the County within the preceding four years, or is an officer, director or partner of a firm, contracted by the County to act as financial counsel, bond counsel, underwriter's counsel, legal counsel, or financial manager for the issuance of any bond and directly working on said bond transaction; or firm, officers, directors or partners, contracted by the County to provide financial audits of County finances and directly working on said contract shall make contributions in an aggregate amount exceeding \$750.00:

(1) To any candidate for County office or elected County official during a single candidacy; or

(2) To any elected official of the government of the County during any nonelection year of his or her term.

(3) To any local, state, or federal political committee that is established in support of, a specific candidate for County office or an elected County official. The combined effect of these provisions is intended to permit total contribution up to, but not exceeding, \$1,500.00 in a year in which a candidacy occurs. A year, for purposes of this Section, is from January 1 to December 31 of each year.

(c) For purposes of Subsection (b) of this Section, an entity and its subsidiaries, parent company or otherwise affiliated companies (including a separate segregated fund of an entity, as that term is described in 52 U.S.C. § 30118(b)), shall be considered a single person. The political contributions of an entity's employees, officers, directors, and/or partners for which they are reimbursed by the entity or its affiliates shall also be considered those of a single person. However, nothing in this provision shall be construed to prohibit such an employee, officer, director or partner from making a political contribution for which he is not reimbursed by a person with whom he or she is affiliated.

(d) Effective October 2, 2013, no Board or commission appointee of a County official whose board or commission appointment provides for compensation and requires confirmation by the Cook County Board of Commissioners shall make contributions in an aggregate amount exceeding \$750.00:

(1) To the appointing County official or the Members of the Cook County Board of Commissioners during a single candidacy; or

(2) To the appointing County official or the Members of the Cook County Board of Commissioners during any nonelection year of his or her term.

The combined effect of these provisions is intended to permit total contribution up to, but not exceeding, \$1,500.00 in a year in which a candidacy occurs. A year, for purposes of this Section, is from January 1 to December 31 of each year.

(e) Any contributions made under this Section shall be reported as required by the Election Code, 10 ILCS 5/1-1 et seq.

(f) Any candidate for any County office or any current elected official in Cook County government shall return contributions found in excess of the limitations set forth in this Section within 30 days of notification from the Board of Ethics. Failure to return contributions within 30 days shall be a violation of this Section and subject to fines under [Section 2-602](#).

(Ord. No. 93-O-29, § 2.15, 8-3-1993; Ord. No. 99-O-18, § 2.415, 6-22-1999; Ord. No. 04-O-18, § 2.14, 5-18-2004; Ord. No. 07-O-49, 7-10-2007; Ord. No. 09-O-60, 9-1-2009; Ord. No. 10-O-54, 9-15-2010; Ord. No. 10-O-55, 9-15-2010; Ord. No. 11-O-62, 6-14-2011; Ord. No. 13-O-49, 10-2-2013; Ord. No. 16-5326, 10-5-2016; [Ord. No. 20-4415, 12-17-2020](#).)

**Sec. 2-586. - Newsletters, brochures, public service announcements, and promotional materials.**

(a) County funds and resources may not be used by any elected County official to print, pay for the printing of, or mail any newsletters or brochures during the period beginning January 1 of the year of a general primary election and ending the day after such general primary election and during a period beginning September 1 of the year of a general

election and ending the day after such general election if the elected County official is a candidate in such primary or general election. A County elected official may not mail, during the period beginning January 1 of the year of a general primary election and ending the day after such general primary election and during a period beginning September 1 of the year of a general election and ending the day after such general election, any newsletters or brochures that were printed at any time using County funds or resources if the elected County official is a candidate in such primary or general election.

(b) This Section shall not apply to any informational brochures that are solely related to and accompany any mailing of a property tax bill, notice of property tax assessment, or notice of voter registration or polling place information, or to a brochure mailed to a constituent in response to that constituent's inquiry concerning the needs of that constituent or questions raised by that constituent.

(c) No public service announcement or advertisement that is on behalf of any County administered program and contains the proper name, image, or voice of any elected County official shall be broadcast or aired on radio or television or printed in a commercial newspaper or commercial magazine at any time on or after the date that the elected County official files nominating papers for any elected office, and ending the day after such general election if the elected County official is a candidate in such primary or general election. This Section shall not apply to any information available or posted by the County or any elected County official on any Cook County owned website or County owned social media account.

(d) The proper name or image of any elected official may not appear on any promotional materials or items if designed, paid for, produced, and/or distributed with public funds or resources, including, but not limited to:

- (1) Bumper stickers;
- (2) Commercial billboards;
- (3) Lapel pins or buttons;
- (4) Magnets;
- (5) Sports teams;
- (6) Items of clothing or apparel;
- (7) Stickers;
- (8) Calendars;
- (9) Vehicles or
- (10) Equipment.

(Ord. No. 04-O-18, § 2.15, 5-18-2004; Ord. No. 09-O-39, 7-2-2009; Ord. No. 16-5326, 10-5-2016; [Ord. No. 19-6194, 11-21-2019](#).)

**Sec. 2-587. - Ethics Education Seminar.**

(a) Each elected official, members of each elected official's personal staff, each employee holding a senior administrative service position with the County, and each board or commission appointee, upon due notice, shall attend an ethics education seminar offered on a regular basis by the Board of Ethics within 120 days of the effective date of this amendatory ordinance or within 120 days of becoming an elected official, becoming a member of an elected official's personal staff, becoming a board or commission appointee or holding a senior administrative service position with the County (or as soon thereafter as an ethics education seminar is offered by the Board of Ethics) and every four years thereafter. The seminar shall educate persons as to their duties and responsibilities under this article.

(b) The Board of Ethics shall define "senior administrative service position" by rule.

(Ord. No. 04-O-18, § 2.16, 5-18-2004; Ord. No. 12-O-38, 7-24-2012.)

**Sec. 2-588. - Identity protection policy.**

(a) *Prohibited activities.* No officer or employee of the County shall do any of the following:

(1) Publicly post or publicly display in any manner an individual's social security number;

(2) Print an individual's social security on any card required for the individual to access products or services provided by the person or entity;

(3) Require an individual to transmit his or her social security number over the internet, unless the connection is secure or the social security number is encrypted;

(4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. A social security number that may be permissibly mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened;

(5) Collect, use or disclose a social security number from an individual, unless (i) required to do so under State or Federal law, rules or regulations, or the collection, use or disclosure of the social security number is absolutely necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose;

(6) Require an individual to use his or her social security number to access an internet website;

(7) Use the social security number for any purpose other than the purpose for which it was collected.

(b) *Exceptions.* The prohibitions in subsection (a) do not apply in the following circumstances:

(1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of the County or disclosure to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is absolutely necessary in order for the entity to perform its duties and responsibilities;

(2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena;

(3) The collection, use or disclosure of social security numbers if it is absolutely necessary in order to ensure the safety of County employees, persons committed to correctional facilities, local jails and other law enforcement facilities or retention centers; and all persons working in or visiting a County facility;

(4) The collection, use or disclosure of social security numbers if it is absolutely necessary for internal verification or administrative purposes;

(5) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit such as a pension benefit or an unclaimed property benefit.

(c) *Conflicts.* Any standards of the County for the collection, use or disclosure of social security numbers that are stricter than the standards under this policy with respect to the protection of those social security numbers shall control in the event of any conflict with the provisions of this policy.

(d) *Public Inspection and Copying of Documents.* Notwithstanding any other provision of this policy to the contrary, all officers of the County must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. All officers and employees of the County must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

(e) *Applicability.*

(1) This policy does not apply to the collection, use or disclosure of a social security number as required by State or Federal law, rule, or regulation.

(2) This policy does not apply to documents that are required to be open to the public under any State or Federal law, rule or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois.

(f) *Compliance with Federal Law.* If a Federal law takes effect requiring any Federal agency to establish a national unique patient health identifier program, the County shall follow that law.

(g) *Embedded Social Security Numbers.* No officer or employee of the County may encode or embed a social security number in or on a card or document including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this policy.

(h) *Identity Protection Requirements.* In accordance with the requirements of the Identity Protection Act, 5 ILCS 179/1 et seq.

(1) All officers, employees, and agents of the County identified as having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training shall include instructions on the proper handling of information that contains social security numbers from the time of collection to the time of destruction of such information.

(2) Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

(3) Social security numbers requested from an individual in permissible circumstances shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

(4) When collecting a social security number in permissible circumstances or upon request by the individual, a statement of the purpose(s) for which the County is collecting and using the social security number shall be provided.

(5) The County shall advise its employees of the existence of this policy and make a copy of the policy available to each employee, and shall also make this privacy policy available to any member of the public upon request. If the County amends this privacy policy, then the County shall also advise its employees of the existence of the amended policy and make a copy of the amended policy available to each employee.

(i) *Implementation.* All County agencies shall adopt procedures to come into compliance with this policy by the effective date of this Ordinance.

(j) *Violation.* Any person who intentionally violates the prohibitions in Subsection (a) of this policy is guilty of a Class B misdemeanor. Suspected violations shall be reported to the Board of Ethics or the Office of the Independent Inspector General as soon as practicable, and they will refer violations to the State's Attorney when appropriate for prosecution.

(k) *Supersede.* This policy does not supersede any more restrictive law, rule, or regulation regarding the collection, use or disclosure of social security numbers. However, all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed insofar as they conflict herewith.

(Ord. No. 11-O-76, 9-7-2011.)

### **Subdivision III. - Financial Disclosure**

#### **Sec. 2-589. - Generally.**

(a) Officers and employees shall file verified written statements of economic interests as required by the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101 et seq. All statements shall be available in electronic form for examination and duplication by the Board of Ethics upon request.

(b) The Board of Review and the Cook County Assessor shall post on their respective internet websites information pertaining to appeals filed with each office. The information posted will consist of the name of the applicant, the disposition of the appeal, the property index number, the appeal number, the Attorney or other representative of record and the basis for the disposition. The website shall allow for users to search by address, pin number, appeal number or name of the Attorney or other representative of record.

The Board of Review and the Cook County Assessor shall post the required appeal information for a total of four assessment years on their respective websites.

(Ord. No. 04-O-18, art. III, 5-18-2004; Ord. No. 07-O-48, 7-10-2007.)

**Sec. 2-590. - Reserved.**

#### **Subdivision IV. - Board of Ethics**

**Sec. 2-591. - Composition and powers.**

The organization and administration of the Cook County Board of Ethics shall be sufficiently independent to assure that no interference or influence external to the office adversely affects the independence and objectivity of the Board of Ethics. The composition and powers of the Board of Ethics are as follows:

(1) The Board of Ethics shall be composed of five members appointed by the President of the County Board with the advice and consent of the County Board and will take into account the diversity of communities and conditions protected by this article. The Board of Ethics shall have an executive director who shall be appointed by the President.

(2) Each member of the Board shall:

- a. Reside within the corporate boundaries of the County;
- b. Not be an employee of the County or any agency thereof;
- c. Not hold elected public or political party office within the County;
- d. Have no individual financial interest in any work or business of or official action by the County;
- e. Not take an active part in managing the political campaign of a candidate for County office;
- f. Not be convicted of any felony or any crime involving moral turpitude;

g. Not be engaged in activities that require registration under the Cook County Lobbyist Registration Ordinance; and

h. Not be a relative as defined in [Section 2-562](#) to any elected official of the County.

(3) The members of the Board shall be appointed for terms of four years and hold office until their successors have been appointed. The initial appointment of the members shall be as follows: One member for four years; two members for three years; and two members for two years.

(4) Any member of the Board may be removed by the President, with the advice and consent of the Board of Commissioners, for incompetence, substantial neglect of duty, gross misconduct, malfeasance in office, or violation of any law, after written notice, stating the grounds for removal.

(5) Board members shall receive no compensation for their services.

(6) The Board shall be responsible for initiating, receiving, and investigating violations of this article. The Board's authority to investigate an alleged violation of this article is limited to violations which occurred not more than two years prior to the date upon which a complaint is received or discovery of the fact that an alleged violation has occurred.

(7) The Board shall have the authority to issue a subpoena for the appearance of witnesses, the production of evidence, or both, in the course of investigations and hearings. A subpoena shall be served in the same manner as subpoenas issued under the rules of the Illinois Supreme Court and shall be subject to the same witness and mileage fees fixed by law for such subpoenas. The Board shall adopt rules as necessary to implement this process.

(8) The Board may delegate to the Board staff as the Board considers necessary any matter properly before the Board. The Board shall adopt rules which specify those duties and responsibilities which may be delegated to Board staff, and those duties and responsibilities which shall remain with the members of the Board. County agencies, officials, board or commission appointees and employees shall cooperate with the Board or its delegate. Information necessary to any investigation shall be made available upon written request.

(9) If necessary, the Board shall conduct hearings to determine contested facts relevant to the Board's determination of whether an investigation has found substantial evidence that a violation of the Ordinance has occurred. The Board may delegate this power to a duly licensed attorney of its choosing, provided that any recommended conclusions of fact are subject to review, rejection, and modification by the Board before those recommendations are adopted.

(10) Upon determination by a majority of the Board that there is reason to believe that a violation of this article has occurred, the Board may:

a. Notify the person who may have violated this article and request corrective action;

b. Impose sanctions for violations as set out in [Section 2-602](#) and sue in its own name to enforce its determinations;

c. Recommend to the President or the appropriate elected official that disciplinary or other action within the elected official's authority should be taken in relation to the potential violation; and

d. Recommend to the President or the appropriate elected official such other remedies as shall be appropriate.

All recommendations shall be in writing and shall be set forth with specificity including a statement of reasons in support. An elected official to whom a recommendation has been sent shall, within 30 days of receipt of the recommendation, report to the Board in writing the actions taken on the recommendation and, to the extent that any recommended action is declined or different action is taken, provide a statement of reasons for that decision.

Any person who has received an adverse determination by the Board of Ethics can seek administrative review within 30 days of the date of the Board's final determination via a writ of certiorari to the Circuit Court of Cook County.

(11) The Board may also advise, by means of written advisory opinions, and may consult with the County Board of Commissioners, President, County agencies, officials and employees on matters involving this article.

(12) The Board may also from time to time recommend to the President or the Board of Commissioners such legislative action as it deems appropriate to effectuate the policy of this article.

(13) The Board may adopt appropriate rules, definitions, and regulations for the conduct of Board activities and duties as set forth in this article.

(14) The Board shall prepare and publish an annual report summarizing the Board's activities and present the report to the President and the Board of Commissioners.

(15) The Board shall preserve all pertinent records and reports for a period of not less than ten years.

(Ord. No. 93-O-29, § 4.1, 8-3-1993; Ord. No. 99-O-18, § 4.1, 6-22-1999; Ord. No. 04-O-18, § 4.1, 5-18-2004; Ord. No. 06-O-18, 5-3-2006; Ord. No. 12-O-68, 11-14-2012; Ord. No. 15-3085, 5-20-2015; Ord. No. 16-5326, 10-5-2016.)

#### **Sec. 2-592. - Confidentiality.**

Investigations and consideration by the Board of Ethics of potential violations of this article shall be confidential, except as necessary to carry out powers and duties of the Board or to enable another person or agency to consider and act upon the notices and recommendations of the Board. The final determinations of the Board shall be made available to the public with such deletions as may be necessary to prevent disclosure of any information the Board determines to be confidential, in accordance with the Illinois Freedom of Information Act, as amended. The Board may require all persons who may be privy to confidential information regarding any aspect of its investigation sign an acknowledgement regarding the confidentiality of the information as provided in this Section.

(Ord. No. 93-O-29, § 4.2, 8-3-1993; Ord. No. 99-O-18, § 4.2, 6-22-1999; Ord. No. 04-O-18, § 4.2, 5-18-2004.)

**Secs. 2-593—2-600. - Reserved.**

## **Subdivision V. - Sanctions for Violation**

### **Sec. 2-601. - Employment sanctions.**

Any employee or official found to have violated any provision of this article, to have knowingly furnished false or misleading information in any investigation, hearing or inquiry held pursuant to this article, or to have failed to cooperate with an investigation under this article shall be subject to employment sanctions, including discharge by the employing official. The provisions of this article shall not limit the power of officials to otherwise discipline employees.

(Ord. No. 93-O-29, § 5.1, 8-3-1993; Ord. No. 99-O-18, § 5.1, 6-22-1999; Ord. No. 04-O-18, § 5.1, 5-18-2004; Ord. No. 16-5326, 10-5-2016.)

### **Sec. 2-602. - Fines.**

(a) As authorized by the State Officials and Employees Ethics Act, the Board may impose a fine of up to \$5,000.00 per violation against any person found by the Board to have violated, intentionally obstructed or interfered with an investigation of, or intentionally made a false, frivolous or bad faith allegation under [Section 2-574](#) or [2-583](#).

(b) As authorized by the State Officials and Employees Ethics Act, a person who intentionally violates any provision of [Section 2-574](#) is guilty of a business offense and subject upon conviction to a fine of at least \$1,001.00 and up to \$5,000.00.

(c) As authorized by the State Officials and Employees Ethics Act, a person who intentionally violates any provision of [Section 2-583](#) is guilty of a Class A misdemeanor.

(d) The Board may impose a fine of up to \$1,000.00 per offense on any person, including officials or candidates, found by the Board to have knowingly violated any provision of this article other than [Section 2-574](#) or [2-583](#), to have knowingly furnished false or misleading information to the Board or to have failed to cooperate with an investigation under this article.

(Ord. No. 93-O-29, § 5.3, 8-3-1993; Ord. No. 99-O-18, § 5.3, 6-22-1999; Ord. No. 99-O-22, § 2(5.2), 7-8-1999; Ord. No. 04-O-18, § 5.2, 5-18-2004; Ord. No. 10-O-57, 9-15-2010; Ord. No. 15-3085, 5-20-2015; Ord. No. 16-5326, 10-5-2016.)

### **Sec. 2-603. - Validity of contract.**

Any contract negotiated, entered into, or performed in violation of any of the provisions of this article shall be voidable by the County.

(Ord. No. 93-O-29, § 5.3, 8-3-1993; Ord. No. 99-O-18, § 5.3, 6-22-1999; Ord. No. 04-O-18, § 5.2, 5-18-2004.)

**Secs. 2-604—2-609. - Reserved.**

## **Subdivision VI. - Requirement for Disclosure of Ownership Interest in Business Entities Seeking County Contracts**

**Sec. 2-610. - Actions requiring county approval; disclosure information required when.**

(a) Whenever any corporation; partnership; association; business trust; estate; two or more persons having a joint or common interest; other commercial or legal entity; trustee of a land trust; or any beneficiary or beneficiaries thereof makes application to the County of Cook for action requiring an ordinance, or ordinance amendment, county board approval, or other county agency approval, with respect to contracts, leases, or sale or purchase of real estate, the following disclosures and information shall be certified and attached to the application or document:

(1) The name, address, and percentage of ownership interest of each individual or entity having a legal or a beneficial interest of more than five percent in the applicant. Any entity required by law to file a statement providing substantially the information required by this paragraph with any other government agency may file a duplicate of such statement;

(2) Whenever any interest required to be disclosed in paragraph (1) is held by an agent or agents, or a nominee or nominees, the principals for whom such agents or nominees hold such interest shall also be disclosed. The application of a spouse, domestic partner, or civil union partner or any other party, if constructively controlled by another person, or legal entity as set forth above, shall state the name and address and percentage of beneficial interest of such person or entity possessing such constructive control and the relationship under which such control is being or may be exercised. Whenever a stock or beneficial interest is held by a corporation or other legal entity, such shareholder or beneficiary shall also make disclosure as required by paragraph (1) above;

(3) A statement under oath that the applicant has withheld no disclosures as to economic interests in the undertaking nor reserved any information, data or plan as to the intended use or purpose for which it seeks county board or other county agency action.

(Ord. No. 08-O-49, 9-3-2008; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-611. - Information to be kept current.**

All disclosures and information shall be current as of the date upon which the application is presented to the county board or other county agency, and shall be maintained current until such time as the county board or other county agency shall take action on the application. Furthermore, this information shall be maintained in a database and made available for public viewing.

(Ord. No. 08-O-49, 9-3-2008.)

**Sec. 2-612. - Additional information authorized when.**

Notwithstanding any of the above provisions, the Chief Procurement Officer with respect to contracts awarded by the Chief Procurement Officer or County, may require any such additional information from any vendor or proposed vendor which is reasonably intended to achieve full disclosure relevant to the request for action by the County Board of Commissioners or any other County agency in respect to contracts.

(Ord. No. 08-O-49, 9-3-2008; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-613. - Failure to comply.**

Any failure to comply with the provisions of this division shall render any ordinance, ordinance amendment, county board approval or other county action in behalf of the applicant, person, business, vendor failing to comply, voidable at the option of the county board or other county agency involved, upon the recommendation of the President or the majority of the County Board of Commissioners.

(Ord. No. 08-O-49, 9-3-2008; Ord. No. 16-5326, 10-5-2016.)

**Sec. 2-614. - Rulemaking authority.**

The County Purchasing Agent is authorized to promulgate rules and regulations and prepare forms to effectuate the purposes of this division.

(Ord. No. 08-O-49, 9-3-2008.)

**Secs. 2-615—2-620. - Reserved.**

**DIVISION 3. - LOBBYISTS**

**Subdivision I. - In General**

**Sec. 2-621. - Short title.**

This division shall be known and may be cited as the Cook County Lobbyist Registration Ordinance.

**Sec. 2-622. - Definitions.**

The following words, terms, and phrases, when used in this division shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

*Board* means the County Board and any and all of its standing or special committees or subcommittees.

*Clerk* means the duly elected or appointed Clerk of the County.

*Commissioner* means any of the duly elected or appointed Board members.

*Compensation* means money, thing of value or other pecuniary benefits received or to be received in return for, or as reimbursement for, or as a result of, services rendered or to be rendered, for Lobbying. This includes a contract, promise or agreement, whether or not legally enforceable, to provide or arrange for Compensation for services rendered or to be rendered.

*County Agency* means any board, commission, department, or authority under the jurisdiction of the President or Board or any other County Official.

*County Appointee* means an individual appointed by the President to:

- (a) Any board or Commission created under County Ordinance or Illinois State Statute; or
- (b) Any units of local government (as defined in Article VII, Section 1 of the Constitution of the State of Illinois) created by Illinois state or County ordinance.

*County Employee* means an individual employed by the County whether part-time or full-time.

*County Matter or County Matters* means:

1. The approval, drafting, development, consideration, amendment, modification, review, introduction, proposal, postponement, adoption, approval, passage, enactment, promulgation, execution, issuance, defeat, rejection, or veto of any rule, resolution, regulation, standard, fee, rate, contractual agreement, purchasing agreement, order, decision, determination, proceeding or motion, or a portion thereof, by a County Official, County Appointee or County Employee;
2. The action of any County Official, County Appointee or County Employee in the development of a proposal for introduction before the Board.

*County Official* means the Assessor, members of the Board of Review, Clerk of the Circuit Court, Clerk, Commissioners, President, Sheriff, State's Attorney, and Treasurer of the County, and any County Agency or member thereof.

*Expenditure* means anything having a value of \$10.00 or more including, but not limited to, a payment, distribution, loan, advance, deposit, Political Contributions, honoraria, travel or entertainment expense, meal or beverage expense, or gift of money. This includes a contract, promise, or agreement, whether or not legally enforceable, to make an Expenditure for services rendered or to be rendered.

*File, Filed, or Filing* means submitting an electronic report via the Clerk's website. Online submissions received by 11:59[p.m.] on the prescribed filing date will be considered on time.

*Gift* means anything having a value of \$10.00 or more given without consideration or expectation of return.

*Lobby or Lobbying* means to, for Compensation and on behalf of another Person, attempt to influence a County Official, County Appointee or County Employee with respect to any County matter, including, but not limited to:

- (1) A bond inducement ordinance;
- (2) A zoning matter;
- (3) A concession agreement;
- (4) The creation of a tax increment financing district;
- (5) The establishment of a Class 6(b), Class 7(a), Class 7(b), Class 9, Class C, Class L, Class S and/or any Cook County property tax classification established under [Section 74-63](#) of the Cook County Code;
- (6) The introduction, passage, or other action to be taken on an ordinance, resolution, motion, order, appointment, or other matter before the Board;
- (7) The preparation of contract specifications;
- (8) The solicitation, award, or administration of a contract;
- (9) The award or administration of a grant, loan, or other agreement involving the disbursement of public monies; or
- (10) Any other determination made by a County Official, Appointee or Employee with respect to the procurement of goods, services, or construction.

Provided, however, that solely submitting an application for a county permit or license or responding to a county request for proposals or qualifications is not an attempt to influence a County Official, Appointee or Employee with respect to a County Matter.

*Lobbyist* means any Person who engages in Lobbying as defined in [Section 2-622](#).

Provided, however, that a Person shall not be deemed to have undertaken to influence any County Matter solely by submitting an application for a county permit or license or by responding to a county request for proposals or qualifications.

*Lobbying Activity Report* means a log, set forth in [Section 2-634](#), maintained by each Lobbyist and submitted to the Clerk that records all Lobbying contacts by a Lobbyist with any County Official or County Employee.

*Lobbying Expenditure Report* means a log, set forth in [Section 2-634](#), maintained by each Lobbyist and submitted to the Clerk that records all Expenditures made by the Person to or for the benefit of a County Official or County Employee, notwithstanding whether Lobbying was occurring at the time of the Expenditure, during the previous six months.

*Occasional Sales-Related Inquiries or Solicitations* means any contact by a Person with a County Employee and/or County Official for no more than five times in a year to discuss the solicitation, award, administration, technical requirements or clarification of a potential contract. The term "Occasional Sales-Related Inquiries or Solicitations" shall only apply to any activity by a Person who has not retained a Lobbyist to influence any County Matter.

*Person* means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, and whether or not operated for profit.

*Political Contribution* means any money or thing of value given to a political committee, as defined in 10 ILCS 5/9-1.9 (political committee defined), in the County.

(Ord. No. 93-O-22, § A(2), 6-22-1993; Ord. No. 09-O-73, 10-6-2009; Ord. No. 10-O-52, 9-15-2010; Ord. No. 10-O-53, 9-15-2010; Ord. No. 14-3306, 11-19-2014; [Ord. No. 20-4415, 12-17-2020](#).)

**Secs. 2-623—2-630. - Reserved.**

## **Subdivision II. - Registration**

### **Sec. 2-631. - Persons required to register.**

The following persons shall register with the Clerk as provided in this division:

- (1) Any person who lobbies.
- (2) Any person whose duties as an employee of another person include lobbying.
- (3) Any person who employs or contracts with another person for the purpose of lobbying, unless the existence of the employer or contractor and all expenditures made by the employer or contractor are fully disclosed by a lobbyist required to register under Subsection (1) or (2) of this Section.

(Ord. No. 93-O-22, § A(3), 6-22-1993.)

### **Sec. 2-632. - Persons not required to register.**

This division is not intended and shall not be construed to apply to the following:

- (1) Persons who own, publish, or are employed by a newspaper or other regularly published periodical, or who own or are employed by a radio station, television station, or other bona fide news medium which in the ordinary course of business disseminates news, editorial or other comment, or paid advertisements for the purpose of influencing any County Matter. This exemption shall not be applicable to such an individual insofar as they receive additional Compensation or expenses from some source other than the bona fide news medium for the purpose of influencing any County Matter. This exemption does not apply to newspapers and periodicals owned by or published by trade associations and for profit corporations engaged primarily in endeavors other than the dissemination of news.

(2) Persons providing professional services in the drafting of ordinances, resolutions or bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation, ordinances or resolutions where such professional services are not otherwise, directly or indirectly, connected with a County Matter.

(3) Elected officials and employees of other units of government acting in their official capacity.

(4) Persons who, by reason of their special skills or knowledge of any County Matter pending before the Board, are requested in writing by a Commissioner or the President to discuss such County Matter before the Board, regardless of whether or not such Persons receive Compensation for so appearing. This exemption shall only be applicable to the extent that such Persons appear in the foregoing capacity. To the extent that such Persons also engage in activities with respect to which this division otherwise requires them to register, they shall so register with respect to those activities.

(5) Any full-time employee of a bona fide church or religious organization who represents that organization solely for the purpose of protecting the right of the members thereof to practice the religious doctrines of such church or religious organization.

(6) Persons seeking to do business with Cook County whose contacts with County Officials, County Appointees and/or County Employees are limited to Occasional Sales-Related Inquiries or Solicitations, the submission of bids, or responses to requests for proposals or requests for qualifications, and who make no Expenditures which would otherwise be reportable under [Section 2-634](#).

(7) Persons representing clients before County agencies which conduct adversarial, assessment or quasi-judicial hearings and the decisions of which may ultimately be appealed to the Circuit Court of Cook County or the Board, representing clients in court proceedings and in anticipation of court proceedings, and representing clients at internal disciplinary hearings. This exemption shall only be applicable to the extent that such Persons appear in the foregoing capacity. To the extent that such Persons also engage in activities with respect to which this division otherwise requires them to register, they shall so register with respect to those activities.

(8) Persons who are negotiating the terms of a collective bargaining agreement or other contract. This exemption shall only be applicable to the extent of such activity. To the extent that such Persons also engage in activities with respect to which this division otherwise requires them to register, they shall so register with respect to those activities.

(9) Persons, including employees, officers, or directors Lobbying on behalf of a not-for-profit neighborhood, community or civic organization who receive no Compensation for Lobbying and who make no Expenditures to or for the benefit of a County Official or County Employee in connection with such Lobbying. This exemption shall only be applicable to the extent that such Persons appear in the foregoing capacity. To the extent that such Persons also engage in activities with respect to which this division otherwise requires them to register, they shall so register with respect to those activities.

(10) County Officials, County Appointees and County Employees acting in their official capacity.

(11) Persons providing recommendations for other Persons seeking employment with the County. This exemption shall only be applicable to the extent that such Persons are involved in such activities. To the extent that such Persons also engage in activities with respect to which this division otherwise requires them to register, they shall so register with respect to those activities.

(12) Persons who are owners, directors, officers or full-time employees of a business, which Person's Lobbying activities are limited to fewer than two County Matters per calendar year which would otherwise require registration under [Section 2-631](#) and who make no Expenditures which would otherwise be reportable under [Section 2-634](#).

(Ord. No. 93-O-22, § A(4), 6-22-1993; Ord. No. 14-3306, 11-19-2014.)

**Sec. 2-633. - Information required of registrants.**

(a) Within 30 days of engaging in any activity, which requires such Person to register, and subsequently between January 1 and January 20 of each year, every Person required to register under [Section 2-631](#) shall File in the office of the Clerk a written statement, subscribed under oath, containing the following information:

(1) The registrant's name, permanent address, and temporary address (if any) while Lobbying.

(2) The registrant's business affiliation and business address, or, if none, the statement that the registrant is a sole proprietor.

(3) With respect to each Person on behalf of which the registrant acts as a Lobbyist:

a. The name, business address, permanent address, and nature of the business of the Person;

b. Whether the relationship is expected to involve Compensation or Expenditures or both; and

c. A brief description of the County Matter in reference to which such service is to be rendered.

(4) The name, business address, and permanent address of each Person employed by the registrant to perform such Lobbying services or who appears on behalf of the registrant.

(5) A picture of the registrant.

(6) Registrants shall pay an annual, nonrefundable, nontransferable filing fee as set out in [Section 32-1](#), per entity and a separate fee per exclusive Lobbyist, payable to the Clerk upon Filing.

(b) The separate fee, per exclusive Lobbyist, as set forth in subsection (a)(6) of this Section, shall be waived for employees of nonprofit organizations that are exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, provided

such organizations Lobby only with their own employees and the employees who Lobby work a minimum of 1,000 hours per year for the organization.

(c) In the event any substantial change or addition occurs with respect to the information required by this division to be contained in the registration statement, including the addition or subtraction of a client, an amendment to the statement shall be Filed with the Clerk within 14 days.

(d) All reports Filed pursuant to this Section and [Section 2-634](#) shall be Filed electronically and under oath, according to rules and regulations to be established by the Clerk, as of the date such rules and regulations are promulgated. Reports Filed electronically shall be timely if Filed by 11:59 p.m. on the established due date. The Clerk shall post the Filed reports on the Clerk's website within three business days from the established due date.

(e) Within 48 hours of being retained, hired or employed by any Person to Lobby on that Person's behalf, a registrant shall amend the report Filed pursuant to this Section to include the information required under [subsection] (a)(3) of this Section, as to the Person newly retaining the registrant. The Clerk shall post the Filed amended reports on the Clerk's website within three business days from the established due date.

(Ord. No. 93-O-22, § A(5), 6-22-1993; Ord. No. 08-O-09, 1-9-2008; Ord. No. 09-O-21, 3-17-2009; Ord. No. 09-O-73, 10-6-2009; Ord. No. 14-3306, 11-19-2014.)

#### **Sec. 2-634. - Reports.**

(a) Every Person so registering shall, so long as the Person's activity continues, File with the Clerk between January 1 and January 20 and between July 1 and July 20, two reports under oath: a Lobbying Expenditure Report and a Lobbying Activity Report.

(1) The Lobbying Expenditure Report shall state all Expenditures made by the Person to or for the benefit of a County Officials or County Employee, notwithstanding whether Lobbying was occurring at the time of the Expenditure, during the previous six months. The report shall show in detail the County Officials or County Employee to whom or for whose benefit such Expenditure were made. Expenditures made by the registrant shall include Expenditures made by the registrant's employer and/or contractor for whom the registrant is performing Lobbying services unless the employer or contractor independently registers and reports pursuant to [Section 2-631](#)(3). If the registrant Lobbies for more than one Person, they shall identify which Expenditures were made on behalf of each such Person. Any Expenditure over \$100.00 shall disclose not only the amount of the Expenditure and to whom or for whose benefit such Expenditure was made, but also disclose the date of the Expenditure, the use and purpose for which the Expenditure was made, and the County Matter in connection with which the Expenditure was made. If the registrant made no such Expenditures during the reporting periods herein described, the registrant shall File and state herein that the registrant had no such Expenditures.

(2) The Lobbying Activity Report shall include all Lobbying contacts made with County Officials, County Appointees or County Employees. For each such contact, the report shall list the date of the contact, the County Official, County Appointees or County Employee with whom the Lobbying contact was made, the entity on whose behalf the Lobbying contact was made, the location of the Lobbying contact, the subject matter of the Lobbying contact, including any County contact, involved in the contact. If the Lobbyist has a

relationship by birth or marriage with the County Official, County Appointee or County Employee Lobbied, such relationship shall be stated. If the registrant made no such Lobbying contacts during the reporting periods herein described, the registrant shall File and state herein that the registrant had no such contacts.

(b) Individual Expenditures which aggregate \$100.00 or less otherwise required to be reported under [subsection] (a)(1) of this Section may be reported in aggregate amounts without detail, provided that any Gift solicited by a County Official, County Appointee or County Employee must be reported in detail as set forth above, additionally listing the recipient of such Gift.

(c) Reports required under [subsection] (a)(1) of this Section shall include for each client the following aggregate Expenditures attributable to Lobbying activities, to be identified as such: advertising and publications; lodging and travel that are not reported by another registrant; educational or advocacy expenses; honoraria; meals, beverages, and entertainment expenses; Political Contributions; and Gift.

(d) With respect to each client of the registrant, the registrant shall report the following in the Lobbying Expenditure Report:

(1) The name, business and permanent address and nature of business of the client and any other business entities on whose behalf Lobbying was performed for the same Compensation.

(2) A statement of the amount of Compensation.

(3) The name of each Person Lobbied and a brief description of the County Matter involved.

(e) A registrant who terminates employment or duties which required registration under this division shall give the Clerk, within 30 days after the date of such termination, written notice of such termination and shall include therewith a Lobbying Activity Report and a Lobbying Expenditure Report described herein, covering the period of time since the Filing of the registrant's last report to the date of termination of employment, and a report of the Lobbying activity described herein, covering the period of time since the Filing of the registrant's last report to the date of termination of employment. The Clerk shall post the Filed reports on the Clerk's website within three business days from the established due date. Such notices and reports shall be final and relieve such registrant of further reporting under this division unless and until the Person later takes employment or assumes duties that require to again register under this division.

(f) Failure without just cause to File any such report within the time designated herein or the knowing reporting of false or incomplete information shall constitute a violation of this division. In addition to other penalties provided in this division, any Person Filing a late report under this Section shall be assessed a late filing fee as set out in [Section 32-1](#) per day the report is late, payable to the Clerk upon Filing. Any registrant who is required to File a report hereunder may effect one 30-day extension of time for Filing the report by Filing with the Clerk, not less than ten days before the date on which the statement is due, a declaration of intention to defer the Filing of the report. The Filing of such declaration shall suspend application of the penalty provisions contained herein for the duration of the extension. Failure to File by the extended date shall constitute a violation of this division and shall subject the registrant to the penalty described herein.

(Ord. No. 93-O-22, § A(6), 6-22-1993; Ord. No. 09-O-73, 10-6-2009; Ord. No. 14-3306, 11-19-2014.)

**Sec. 2-635. - Duties of clerk.**

(a) It shall be the duty of the Clerk to provide appropriate forms for the registration and reporting of information required by this division and to keep such registrations and reports on file in the Clerk's office for ten years from the date of Filing. The Clerk shall also maintain a listing of registered Lobbyists. Such records and listing shall be considered public information and open to public inspection during normal business hours.

(b) The Clerk shall administer this division. The Clerk shall review all forms that are Filed for completeness and potential violations including late Filed reports. The Clerk shall report all violations and suspected violations of this division to the Cook County Board of Ethics and any other appropriate law enforcement agency.

(Ord. No. 93-O-22, § A(7), 6-22-1993; Ord. No. 06-O-19, 5-3-2006; Ord. No. 14-3306, 11-19-2014.)

**Sec. 2-636. - Restricted activities.**

(a) No Person shall retain or employ another to Lobby for Compensation contingent in whole or in part upon the result obtained or the final disposition of any matter, and no Person shall accept any such employment or render any such service for contingent Compensation.

(b) No County Official, County Appointee or County Employee may solicit any personal Gift from a registrant. Personal Gifts do not include contributions required to be reported under [Article 9](#) of the Election Code or under Federal election law, or contributions solicited for bona fide humanitarian, civic, charitable or religious organizations, events or efforts.

(c) No registrant shall knowingly make a false statement in any report required to be Filed under this division.

(d) No County Official or County Employee shall receive Compensation for Lobbying County government other than from the County.

(e) No registered Lobbyist retained on behalf of a client seeking action on a County Matter shall attempt to communicate with a member of the Cook County Board of Commissioners for purposes of discussing a County Matter in the Cook County Board Room, commonly known as Room 569 of the County Building, while said member is present on the floor of the Cook County Board Room and during such time as an active session of the Cook County Board of Commissioners, or any committee thereof, is convened and in progress.

(Ord. No. 93-O-22, § A(8), 6-22-1993; Ord. No. 14-5299, 10-8-2014; Ord. No. 14-3306, 11-19-2014.)

**Sec. 2-637. - Enforcement, penalties, and procedures.**

(a) Any Person Filing a late registration or report after January 31 (in the case of reports due after by January 20) or after July 31 (in the case of reports due by July 20) shall be assessed a fine of \$100.00 per day late. The Clerk shall collect the fine from any Person Filing a late registration or report.

(b) In addition to the penalties provided for in subsection (a) of this Section, any Person violating any subsection of this division other than [Section 2-637\(a\)](#) shall be fined \$250.00 per occurrence by the Board of Ethics and shall be prohibited for a period of three years from engaging, directly or indirectly, in any Lobbying activities.

(c) The determination as to the imposition of penalties under this Section shall be made pursuant to [Chapter 2](#), Article IX, Administrative Hearings. The Executive Director of the Board of Ethics shall have the authority to issue notices of violation to enforce provisions of this division, as applicable, and institute enforcement proceedings under [Chapter 2](#), Article IX. Persons Filing a late report or registration may contest that violation pursuant to this Section. The Cook County Clerk shall publicly display notice of any violations of this Section.

(Ord. No. 93-O-22, § A(9), 6-22-1993; Ord. No. 14-3306, 11-19-2014.)

#### **Sec. 2-638. - Right to petition County Officials.**

Nothing in this Division shall be construed to infringe in any way the right to lawfully petition a Commissioner or any other County Official as guaranteed by the constitutions of the United States and the State.

(Ord. No. 93-O-22, § A(10), 6-22-1993; Ord. No. 14-3306, 11-19-2014; Ord. No. 17-1165, 3-8-2017.)

#### **Sec. 2-639. - Venue.**

Any violation of this division may be prosecuted in the Cook County Department of Administrative Hearings pursuant to [Chapter 2](#), Article IX, of the Cook County Code, by the State's Attorney of Cook County.

(Ord. No. 93-O-22, § A(11), 6-22-1993; Ord. No. 14-3306, 11-19-2014.)

#### **Sec. 2-640. - Lobbyist Ethics Education Seminar.**

Each Lobbyist shall attend an online ethics education seminar offered on a regular basis by the Cook County Clerk and the Board of Ethics within 120 days of registering as a Lobbyist pursuant to [Section 2-633](#). The seminar shall educate individuals regarding their duties and responsibilities under this article. The seminar shall also include a program of sexual harassment training in the context of lobbying activities and review pertinent provisions under [Chapter 42](#), Article II of the Cook County Code, the Cook County Human Rights Ordinance. The Clerk may partner with the Cook County Department of Human Rights and Ethics and/or other applicable Department of Cook County to facilitate the provision of the sexual harassment training. For purposes of this section, the definition of "sexual harassment" includes, but is not limited to, the definitions set forth in [Section 44-53](#) of the Cook County Code of Ordinances.

(Ord. No. 14-3306, 11-19-2014; Ord. No. 17-6302, 12-13-2017.)

**Sec. 2-641. - Prohibition from lobbying activities.**

The President of the Cook County Board, the Assessor, the Clerk of the Circuit Court, the County Clerk, the Board of Review, the Sheriff, the State's Attorney, the Public Defender, the Treasurer and any Cook County Commissioner are hereby prohibited, while serving in such elected or appointed position, from Lobbying (as defined under [Chapter 2, Section 2-622](#) of Article I of the County Code).

(Ord. No. 10-O-52, 9-15-2010; Ord. No. 14-3306, 11-19-2014; [Ord. No. 20-4415, 12-17-2020](#).)

**Sec. 2-642. - Duty to display lobbyist registration identification.**

All registered Lobbyists shall display Lobbyist registration identification while engaging in all Lobbyist activities on County premises. The Cook County Clerk shall issue the Lobbyist registration identification to Lobbyists.

(Ord. No. 14-3306, 11-19-2014.)