



DEPARTMENT OF HUMAN RESOURCES

CITY OF CHICAGO

CITY OF CHICAGO POLICY FOR DISCLOSURE OF POTENTIAL COURT ORDER VIOLATIONS

Effective Date: February 1, 2019

I. Statement of Purpose

This Policy is enacted to promote employee compliance with court orders as well as federal, state, and local laws that restrict certain employees' movements, including those of registered sex offenders under 720 ILCS 5/11-9.3 and 720 ILCS 5/11-9.4-1.

The City of Chicago (the "City") is committed to ensuring compliance with federal, state, and local laws, as well as court orders. It is important for City employees to perform their job required duties without concern that their actions will violate a court order or law and for the City to ensure that City employees serving the public are in compliance with court orders and laws restricting employee movements. This Policy for Disclosure of Potential Court Order Violations (the "Policy") is enacted in order to prevent employees from being put into a situation where they risk violating a court order or law.

II. Overview

This Policy establishes the responsibility of City employees with legal restrictions on their movements to disclose those restrictions to their Department's Human Resources Division.

The following may result in discipline up to and including discharge:

1. Failing to immediately disclose and confirm yearly thereafter if subject to the provisions of 720 ILCS 5/11-9.3 and 720 ILCS 5/11-9.4-1 regarding registered sex offenders.
2. Failing to disclose when a work-related duty results in a potential violation or risk of violation of a court order or law, including but not limited to 720 ILCS 5/11-9.3 and 720 ILCS 5/11-9.4-1 regarding registered sex offenders, that restricts the movement of a City employee.

III. Definitions

The following definitions apply to interpretation of this Policy:

- a. **Employee** means an individual employed by the City of Chicago, whether part-time or full-time, paid or volunteer, sworn or not sworn.
 - i. Employees of the Chicago Police Department (“CPD”) must follow the procedures for disclosure in accordance with the General Orders in effect at CPD.
- b. **Court Order** includes, but is not limited to a court order of protection, probation, parole, or convicted sex offender status.
- c. **Movements** are one’s ability to enter, remain in, or be within a given distance of a specific location or type of location.

V. Policy Guidelines

It is the responsibility of all City employees to be in compliance with all court orders and laws restricting employee movements.

It is the responsibility of a City employee to immediately disclose to the Department’s Human Resources Liaison, in writing, if the employee is subject to the provisions of 720 ILCS 5/11-9.3 and 720 ILCS 5/11-9.4-1 regarding registered sex offenders, and to update or confirm that disclosure yearly, in writing, thereafter.

It is the responsibility of a City employee to immediately disclose to the Department’s Human Resources Liaison, in writing, if the employee is in or could be placed in a position or situation of violating a court order or law, including but not limited to 720 ILCS 5/11-9.3 and 720 ILCS 5/11-9.4-1 regarding registered sex offenders, that restricts the movement of the City employee while on duty, and to update or confirm that disclosure yearly, in writing, thereafter. Employees must also notify the Department’s Human Resources Liaison in writing immediately upon any rescission or amendment of the court order or legal restriction.

The Department, upon receiving the employee’s written disclosure, along with a copy of the court order or legal restriction, will ensure compliance with any court order or law by removing or re-assigning the employee to a unit or assignment that removes the employee from the risk of violating the court order or law.

The Department’s Human Resources Division will maintain a record of the employee’s status and any reassignment as it applies.

IV. Discipline

City employees are responsible for complying with the guidelines established herein. Employees who fail to comply with the obligations established by this Policy may be subject to discipline, up to and including discharge.