



Richard M. Daley  
Mayor

Department of Police • City of Chicago  
3510 S. Michigan Avenue • Chicago, Illinois 60653

Jody P. Weis  
Superintendent of Police

March 8, 2011

Hootan Bahmandeji  
President  
Chicago Police Captains Association  
1616 W. Pershing Road  
Chicago, IL 60609

Dear Hoot,

This letter is to advise you of the City of Chicago and the Chicago Police Departments policy regarding the Tuition Reimbursement Program. This program is delineated in ASO 09-06 entitled "City of Chicago Tuition Reimbursement Program and Verification of Academic Credentials." Section IV "Procedures" clearly describes the mandatory procedures members must follow in order to participate in the program.

In the past an individual, without authority, created a one-time exemption practice for members who failed to comply with the established procedures. This practice is inconsistent with city policy, was short-lived and has been discontinued. As such, if a member fails to adhere to the procedures outlined in the ASO, their application for tuition reimbursement will be denied. This no exemption policy has been in place for the past three years.

This matter is being brought to your attention in order to avoid confusion now and in the future. It is hoped you will help disseminate this information to your membership so that anyone wishing to avail themselves to this program receive the full benefit of it.

Sincerely

A handwritten signature in black ink, appearing to read "Donald J. O'Neill".

Donald J. O'Neill  
Commander  
Management and Labor Affairs Section

DJO/kg