

**COOK COUNTY SHERIFF'S MERIT BOARD**

**Sheriff of Cook County** )  
 )  
**vs.** )  
 ) **Docket No. 2286**  
**Correctional Officer** )  
**Amanda M. Reid** )  
 )  
**Star # 18100** )

**DECISION**

This matter coming to be heard pursuant to notice before Eleni P. Sianis, Board Member, on July 27, 2022, and reassigned to Marla M. Kaiden, Board Member, the Cook County Sheriff's Merit Board finds as follows:

**Jurisdiction**

Amanda M. Reid, hereinafter Respondent, was appointed a correctional officer on February 14, 2017. Respondent's position as a Correctional Officer involves duties and responsibilities to the public; each member of the Cook County Sheriff's Merit Board, hereinafter Board, has been duly appointed to serve as a member of the Board pursuant to confirmation by the Cook County Board of Commissioners, State of Illinois, to sit for a stated term; the Board has jurisdiction of the subject matter of the parties in accordance with 55 ILCS 5/3-7001, *et seq*; and Respondent was served with a copy of the Complaint and notice of hearing and appeared before the Board with counsel Disparti Law Group to contest the charges contained in the Complaint.

**Statement of Facts**

The Sheriff filed a complaint on June 22, 2022 and an amended Complaint on April 23, 2023. The Sheriff is requesting termination.

The complaint is composed of four (4) distinct incidents; two (2) related to misleading statements on employment applications with the Cook County Sheriff's Office ("CCSO") and other law enforcement jurisdictions, one (1) related to submitting an inaccurate employment application to another jurisdiction while on duty, and one (1) related to secondary employment.

Prior to Respondent's employment at CCSO, Respondent was employed and in training as a dispatcher for [REDACTED] from October 26, 2015 to January 22, 2016 as shown in her application with CCSO. (Tr. 39,148-149; Sheriff's Exhibit 24). Respondent received several written evaluations indicating an unsatisfactory performance (Sheriff's Exhibits 12, 13). On January 22, 2016, the executive director of [REDACTED], [REDACTED] met with Respondent and [REDACTED] executive assistant

██████████ in his office at ██████████ (Tr. 47-49, Sheriff's Exhibits 14, 15). ██████████ advised Respondent that her "Training was backsliding. Time we separate ways . . . The supervisor compiled data and it's best we cut ties." (Tr. 56, Sheriff's Exhibits 14, 15). Respondent stated she was willing to resign (Tr. 57; Sheriff's Exhibits 14, 15). ██████████ added "If not, we would have to terminate and not in good standing. . ." (Tr. 58-59; Sheriff's Exhibits 14,15). Respondent then tendered her written resignation from ██████████ in ██████████ office on January 22, 2016 (Tr. 49; Sheriff's Exhibit 17). Respondent's resignation was accepted as confirmed by email from ██████████ on that same date (Tr. 53-54; Sheriff's Exhibit 18). ██████████ notes from that meeting state there was an "amicable separation" with Respondent and a positive recommendation would be granted later, consistent with ██████████ statements (Tr. 77-79, 56-57). ██████████ and Respondent left ██████████ office and an exit interview was conducted later (Tr. 49-50). The exit interview became tense and emotional and Respondent was escorted out of the building by another supervisor at ██████████ direction (Tr. 61, 73, 76-77, 163). As a consequence of the difficult exit interview, Respondent was not given a positive recommendation nor was Respondent advised by ██████████ of the decision to withhold a positive recommendation (Tr. 80-81).

Also, prior to Respondent's employment at CCSO, Respondent was employed from August 23, 2015 through March 19, 2016 as a telecommunicator for the ██████████ (Tr. 105; Sheriff's Exhibit 23). During the course of Respondent's employment with ██████████, Respondent received daily coaching reports noting issues related to her performance (Tr. 131-132). On November 23, 2015 the ██████████ issued Respondent a letter serving as a written reprimand for unprofessional conduct (Tr. 128; Sheriff's Exhibit 9). The letter states "This letter will serve as a written reprimand for unprofessional conduct." (Sheriff's Exhibit 9) Respondent confirmed seeing the letter but stated she had not acknowledged or "signed off" on a formal written reprimand. (Tr. 119-121, 238). Respondent continued working at the ██████████ from November 23, 2015 (the date of the letter of written reprimand) through March 19, 2016 (Tr. 105; Sheriff's Exhibit 23). Respondent continued to receive daily coaching reports during that time which noted ongoing issues with performance and which Respondent acknowledged in writing and confirmed by her testimony (Tr. 125, 131-132; Sheriff's Exhibit 11). Respondent was a probationary employee during this time frame; probationary employees could be terminated at the discretion of the director and probationary employees were not entitled to progressive discipline (Tr. 572-574). ██████████ was employed by the ██████████ as director and performed a variety of roles, including Human Resources and the day to day operations (Tr. 555-559). ██████████ drafted the written reprimand issued on November 23, 2015 and monitored Respondent's ongoing progress and performance through coaching reports and contact with Respondent's supervisor (Tr. 592-595; Sheriff's Exhibits 10, 11). On March 19, 2016, ██████████ called Respondent and her supervisor into his office to notify Respondent that her training was not going to be continued and Respondent was terminated (Tr. 591-593). Both Respondent and ██████████ agree the conversation concluded with Respondent's exiting the office and building. (Tr.143) Respondent has testified that, in fact, she resigned and was not terminated (Tr. 139). ██████████ testified that Respondent was advised during the meeting that the ██████████ was not going to continue Respondent's training. (Tr. 584,591). No written documentation of this meeting was provided by either Respondent or ██████████. Respondent did not return to the ██████████. (Tr. 143-144)

Respondent's CCSO application was reviewed, investigated and verified by Cook County Merit Board Investigator [REDACTED], (Tr. 501-503). Respondent's application included her prior employment history with [REDACTED] and [REDACTED] and included Respondent's status (resigned, laid off, retired, terminated, resigned in lieu of termination) and a short narrative description by Respondent describing the reasons for leaving. (Sheriff's Exhibits 23,24) Respondent selected "resigned" for both [REDACTED] and [REDACTED] and [REDACTED] verified the information by dating and initialing. [REDACTED] was never interviewed by the Office of Professional Review ("OPR"). (Tr.501-503). OPR reviewed Respondent's Cook County Merit Board investigation file prepared by [REDACTED] and did not recall finding any discrepancies. (Tr. 504,505)

The investigation with respect to Respondent's CCSO employment application was initiated by OPR on December 5, 2019 after Deputy Chief [REDACTED] filed a complaint register requesting an investigation following a phone call [REDACTED] received from the [REDACTED] regarding Respondent (Sheriff's Exhibit 5, 45). [REDACTED] also noted the [REDACTED] had received an employment application from Respondent. (Sheriff's Exhibit 5) Both the [REDACTED] and the [REDACTED] applications, as determined by the pre-employment background investigations, contained misleading or false information. (Sheriff's Exhibit 45). OPR did not interview [REDACTED], [REDACTED] or [REDACTED] (Tr. 491-492) regarding the false and misleading information contained in the applications. (Tr. 486,501,392, 4890490) OPR did not investigate other police agencies, as noted in [REDACTED] complaint register (Sheriff's Exhibit 5), focusing only on [REDACTED] and [REDACTED].(Tr. 491-492) That said, Respondent was not disqualified as an applicant to the [REDACTED] (Sheriff's Exhibit 40) and was shown as answering truthfully to a modified question about her employment history on a polygraph test. (Tr.517)

Respondent's [REDACTED] application indicates the application was submitted electronically on August 19, 2019 at 2:12 p.m. while Respondent was on duty at CCSO. (Tr. 184-184; Sheriff's Exhibit 35) Sheriff's Exhibit 33, Timesheet Query and Sheriff's Exhibit 44, CCSO Payroll Certificate confirms Respondent was on duty from 6:45 a.m. until 2:59p.m. on August 19, 2019 during the time the Elmhurst Police Department employment application was submitted.

During the OPR investigation and interview Respondent stated she "may have worked 12 hours" during her probationary period contrary to CCSO policy and without an authorized and approved secondary employment authorization. (Tr. 174-175; Sheriff's Exhibit 44, audio 4, 14:56-15:12) Respondent testified her comments may have been a mistake but was unable to provide documentation that her earlier comments were inaccurate. OPR did not investigate Respondent's secondary employment violation. (Tr. 521)

### Issues Presented

The Respondent was charged with violations of the Rules and Regulations of the Cook County Department of Corrections, more specifically:

**COOK COUNTY DEPARTMENT OF CORRECTIONS CUSTODY MANUAL  
POLICY 101<sup>1</sup>**

**CONDUCT, in its entirety, including but not limited to, the following subparts:**

**101.1 PURPOSE AND SCOPE**

**This policy establishes standards of conduct that are consistent with the values and mission of the Cook County Sheriff's Office and are expected of all department members. This policy applies to all Sheriff's Office members.**

**101.1.1 ISSUANCE/EFFECTIVE DATE**

**This policy was re-issued on Dec. 3, 2018 and shall become effective upon issuance (operational updates).**

**101.2 POLICY**

**Members of the Sheriff's Office shall conduct themselves in a professional and ethical manner, both on- and off-duty. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions, but they do identify many of the important matters concerning member conduct. Every member is also subject to the provisions contained throughout this policy and applicable written directives, as well as any additional guidance on conduct that may be disseminated by the Sheriff's Office or the member's supervisors.**

**101.3 COMPLIANCE WITH ALL LAWS, ORDINANCES AND REGULATIONS**

**Members shall respect and protect the civil and legal rights of all individuals; uphold the constitutions of the United States and the State of Illinois; obey all**

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<sup>1</sup> The Lexipol Conduct Policy for the Cook County Department of Corrections was initially issued as Lexipol Policy 100 on September 29, 2017 and effective October 1, 2017. On July 2, 2018, August 1, 2018, November 1, 2018, **December 3, 2018, June 1, 2020**, October 1, 2020, and June 1, 2021 the Lexipol Conduct Policy was reissued and renumbered in the Lexipol Cook County Department of Corrections Custody Manual as Lexipol Policy 101 (released as recently as April 3, 2023). The applicable versions of this policy are those in **bold** above.

**applicable federal, state and local laws; comply with court decisions and orders of courts having jurisdiction; and comply with lawful rules, written or verbal orders, Sheriff's Office Employment Action Manual (SEAM) articles, and policies and procedures issued by the Sheriff's Office or any supervisor.**

#### **101.4 CONDUCT POLICY**

**The continued employment or retention of every Sheriff's Office member shall be based on conduct that reasonably conforms to the guidelines set forth herein.**

**Failure of any member to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action, up to and including termination.**

**A member's off-duty conduct shall be governed by this policy to the extent that it is related to any act that may affect or arise from the member's ability to perform official duties, or to the extent that it may be indicative of unfitness for his/her position.**

#### **101.5 CONDUCT THAT MAY RESULT IN DISCIPLINE**

**The following list of causes for disciplinary action constitutes a portion of the disciplinary standards of the Sheriff's Office. This list is not intended to cover every possible type of misconduct, and does not preclude the recommendation of disciplinary action for specific action or inaction that is detrimental to efficient service. Conduct which may result in discipline includes, but is not limited to, the following:**

##### **101.5.5 PERFORMANCE**

**(ab) Any knowing or negligent violation of the provisions of a policy, operating procedure or other written directive of an authorized supervisor.**

1. **Members are responsible for reading and becoming familiar with the contents of applicable policies and procedures, and are responsible for compliance with the content contained therein.**
- (ae) **Failure to disclose facts or misrepresenting facts, or the making of any false or misleading statement:**
  1. **On any application, examination form or other official document, report or form; or**
- (as) **Any other on- or off-duty conduct which a member knows or reasonably should know is unbecoming a member of the Sheriff's Office; which is contrary to good order, efficiency or morale; or which tends to reflect unfavorably upon the Sheriff's Office or its members.**

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**Members shall respect and protect the civil and legal rights of all individuals; uphold the constitutions of the United States and the State of Illinois; obey all applicable federal, state and local laws; comply with court decisions and orders of courts having jurisdiction; and comply with lawful rules, written or verbal orders, Sheriff's Office Employment Action Manual (SEAM) articles, and policies and procedures issued by the Sheriff's Office or any supervisor.**

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##### **101.5.5 PERFORMANCE**

- (ab) Any knowing or negligent violation of the provisions of a policy, operating procedure or other written directive of an authorized supervisor.**
  - 1. Members are responsible for reading and becoming familiar with the contents of applicable policies and procedures, and are responsible for compliance with the content contained therein.**
- (ae) Failure to disclose facts or misrepresenting facts, or the making of any false or misleading statement:**
  - 1. On any application, examination form or other official document, report or form; or**



2. **During the course of any work-related investigation.**
  - (af) **Giving any false or misleading statement, or misrepresenting or omitting material information, to a supervisor or other person in a position of authority in connection with any investigation or in the reporting of any Sheriff's-Office-related business.**
  - (as) **Any other on- or off-duty conduct which a member knows or reasonably should know is unbecoming a member of the Sheriff's Office; which is contrary to good order, efficiency or morale; or which tends to reflect unfavorably upon the Sheriff's Office or its members.**

**SHERIFF'S ORDER 11.4.55.3 (effective date: November 19, 2014)<sup>3</sup>**  
**SECONDARY EMPLOYMENT**

**II. POLICY**

- A. **Secondary Employment affects the integrity and operational efficiency of the CCSO; therefore it must be regulated. The result will benefit the CCSO, its members, and the community. All Secondary Employment Disclosure Forms shall be impartially evaluated and either approved or denied within the guidelines of this Order. Secondary Employment may be revoked for cause at any time.**
- B. **All CCSO members, both sworn and civilian, shall complete a**

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<sup>3</sup> The Lexipol Policy on Secondary Employment for the Cook County Department of Corrections was initially issued as Lexipol Policy 154 on September 29, 2017, effective October 1, 2017. On February 1, 2018, the Lexipol Policy on Secondary Employment was renumbered as Lexipol Policy 153. On April 2, 2018, the Lexipol Policy on Secondary Employment was renumbered as Lexipol Policy 154. On December 3, 2018, the Lexipol Policy on Secondary Employment was renumbered as Lexipol Policy 153. On December 2, 2019, the Lexipol Policy on Secondary Employment was reissued on December 2, 2019, and November 1, 2022, in the Cook County Department of Corrections Custody Manual (released as recently as April 3, 2023).

**Secondary Employment Disclosure Form on an annual basis pursuant to this Order. This Order is not applicable to CCSO Hire Backs. Any conflicts of interest in regard to Secondary Employment shall be resolved in favor of the CCSO.**

**C. Approved Secondary Employment will be valid from January 1<sup>st</sup> through December 31<sup>st</sup>. Members shall submit a Secondary Employment Disclosure Form by December 1<sup>st</sup> every year in accordance with this Order.**

### **III. APPLICABILITY**

**This Order is applicable to all CCSO members. Any member found in violation of this Order may be subject to discipline, up to and including termination of employment, in accordance with any applicable collective bargaining agreements (CBA's) and state or federal statutes.**

### **VII. RESTRICTIONS AND LIMITATIONS OF SECONDARY EMPLOYMENT**

**Working Secondary Employment is prohibited under the following conditions:**

**H. When a member has incurred Unauthorized Absences or has been on Proof Status for attendance related issues within the previous twelve (12) months from December 1<sup>st</sup> of the current year for annual requests or from the date of application for new requests.**

## **VIII. MEMBER RESPONSIBILITIES**

- A. All CCSO members must complete and submit a Secondary Employment Disclosure Form, through his or her chain of command, indicating whether or not he or she works for Secondary Employment by December 1<sup>st</sup> on an annual basis.**
- C. New Secondary Employment Requests – If a new request for Secondary Employment is made after December 1<sup>st</sup>, the member shall submit a Secondary Employment Disclosure Form and other required documentation, if applicable, through the chain of command to his or her Department Head no later than fifteen (15) calendar days prior to accepting or commencing any Secondary Employment. Approval must be obtained from the Member's Department Head or designee prior to working Secondary Employment. In emergencies, each Department Head or designee, at his or her own discretion, may approve Secondary Employment Disclosure Forms submitted less than fifteen (15) days prior to the effective date of the Secondary Employment.**
- D. Security, Traffic Control or Other Law Enforcement Related Secondary Employment – Members applying for approval of Secondary Employment in any security, traffic control or other law enforcement related employment shall, in addition to fulfilling all the requirements pertaining to Secondary**

**Employment, provide an Indemnity Agreement signed by the Prospective Employer along with a certificate of proof of insurance or self-insurance, assuring the indemnity by such Secondary Employer on an annual basis for both new and renewal requests. No security related Secondary Employment shall be approved or permitted under any circumstances until a properly executed Indemnity Agreement and proof of insurance is received by the member's Department Head. An officer of the business or government agency authorized to enter into such an agreement must execute the Indemnity Agreement. The CCSO shall have the right to inquire of the Secondary Employer as to what clients the member will be working for during the Secondary Employment.**

- H. Failure to submit the Secondary Employment disclosure Form by the annual December 1<sup>st</sup> deadline will result in discipline up to and including termination.**

Furthermore, the RESPONDENT's actions violated the Rules and Regulations of the Cook County Sheriff's Merit Board, specifically:

**COOK COUNTY SHERIFF'S DEPARTMENT MERIT BOARD RULES AND REGULATIONS, in its entirety, including but not limited to, the following subparts:**

**Article X, Paragraph B**

**No Police Officer, Police Sergeant, Police Lieutenant of the Cook County Sheriff's Police Department, Correctional Officer, Correctional Sergeant, Correctional Lieutenant, Correctional Captain of the Cook County**

**Department of Corrections or Deputy Sheriff, Deputy Sergeant, Deputy**

**Lieutenant of the Cook County Sheriff's Court Services Department will:**

- 3. Violate any of the Sheriff's Executive Orders, General Orders, Special Orders, Directives, Rules and Regulations of the Cook County Sheriff's Department or Cook County Sheriff's Merit Board Rules and Regulations.**

**Analysis**

The evidence sustains the charges against Respondent regarding the omission of the written reprimand by the [REDACTED] on the CCSO employment application and the misleading employment history information supplied to the [REDACTED] and the [REDACTED] employment applications while she was employed at CCSO. The Respondent testified seeing the letter from the [REDACTED]. Yet during the OPR interview, Respondent failed to acknowledge the reprimand despite the plain language of the letter, nor did she take responsibility for other misleading and inaccurate statements made to other jurisdictions regarding her employment history. Respondent's employment applications to the [REDACTED] and the [REDACTED] Respondent misrepresented the facts in this particular instance. As such, the Merit Board finds Respondent's conduct constituted a violation of Sheriff's Department Policy 101.5.5 (ac), (af) and (as).

Respondent was a probationary employee and in training at both [REDACTED] and [REDACTED] where she received frequent evaluations and coaching reports to ascertain Respondent's progress, or lack thereof. Respondent acknowledged receiving the evaluations and coaching reports from both. In light of these evaluations from [REDACTED], Respondent tendered her written resignation at the suggestion of the executive director of [REDACTED] with the understanding Respondent would receive a positive recommendation from [REDACTED]. Respondent's written resignation was acknowledged by the executive director unconditionally and in writing. While Respondent's later exit interview with [REDACTED] was characterized as tense, the nature of the exit interview did not change the Respondent's resignation nor [REDACTED] acceptance of the resignation. Respondent's employment with the [REDACTED] ended due to similar training issues which were noted in writing and acknowledged by both Respondent and the [REDACTED]. However, Respondent testified she resigned from the [REDACTED] and the executive director testified that he terminated her employment. There is no written documentation to substantiate either position. The [REDACTED] prepared and presented Respondent with a written reprimand approximately four (4) months earlier yet was unable to provide any documentation regarding Respondent's termination. The Merit Board finds, by a preponderance of the evidence, based upon the credibility of the witnesses and the weight given by the evidence in the record, Respondent

reasonably believed she was not terminated from either [REDACTED] or the [REDACTED] and any charges related to these facts are dismissed.

OPR was unable to provide insight as to why CCSO Investigator [REDACTED] did not note or find the evaluations or coaching reports problematic during the CCSO pre-employment investigation. OPR was unable to provide insight as to why CCSO Investigator [REDACTED] did not dispute Respondent's characterizations of her prior employment history with [REDACTED] or the [REDACTED]. In fact, Investigator [REDACTED] verified Respondent's employment history during the CCSO pre-employment investigation. OPR did not interview CCSO Investigator [REDACTED]. Furthermore, OPR reviewed the Respondent's CCSO investigative file prepared by CCSO Investigator [REDACTED] and did not recall any discrepancies. The OPR investigation was undertaken at the behest of two (2) suburban police departments, one of whom found Respondent truthful on her employment history and did not disqualify Respondent as an applicant despite misgivings they communicated to [REDACTED].

While Respondent was being interviewed by OPR, Respondent mentioned a possible unauthorized secondary employment violation during her probationary period. As a consequence, the complaint included a charge of unauthorized secondary employment. The Respondent later characterized her statements as a mistake and OPR did not investigate. There were no time records, pay stubs, employer verification or any other evidence introduced other than Respondent's statements. The Merit Board finds, based on the evidence presented and the weight given by the evidence in the record, that Respondent did not violate Sheriff's Order 11.4.55.3 Secondary Employment.

### **Conclusion**

Based on the evidence presented, and after assessing the credibility of the witnesses and the weight given by the evidence in the record, the Merit Board finds, by a preponderance of the evidence, that the charges are sustained in part and dismissed in part as delineated.

### **Order**

Wherefore, based on the foregoing, it is hereby ordered that Respondent Amanda M. Reid be suspended for 90 days from the Cook County Sheriff's Office effective June 22, 2022.

**JOHN J. DALICANDRO**, Chairman  
**BYRON BRAZIER**, Vice-Chairman  
**VINCENT T. WINTERS**, Secretary  
**KIMBERLY PATE GODDEN**, Board Member  
**TERRENCE J. WALSH**, Board Member  
**MARLA M. KAIDEN**, Board Member  
**WADE INGRAM SR.**, Board Member  
**JAMES J. SEXTON**, Board Member



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**ROBERT F. HOGAN**, Hearing Officer

**COOK COUNTY**  
**SHERIFF'S MERIT BOARD**  
69 West Washington - Suite 1100  
Chicago, IL 60602

DOCKET NO. 2286  
CORRECTIONAL OFFICER  
AMADA M. REID  
STAR # 18100

This Decision is adopted and entered by a majority of the Members of the Merit Board:

Voted Yes:

John J. Dalicandro, Byron Brazier, Vincent T. Winters, Kimberly Pate Godden, Marla M. Kaiden,  
Wade Ingram Sr. and James J. Sexton

Voted No: None

Not Present: Terrence J. Walsh

DATED AT COUNTY OF COOK, STATE OF ILLINOIS, THIS 14<sup>th</sup> DAY OF DECEMBER, 2023.