**From:** Brooks Jr, Glen <Glen.BrooksJr@chicagopolice.org>
**Sent:** Monday, July 29, 2019 12:24:13 PM
**To:** Steve Berlin <Steve.Berlin@cityofchicago.org>
**Cc:** O'malley, Dana <dana.omalley@chicagopolice.org>; Dwayne Betts <Dwayne.Betts@chicagopolice.org>
**Subject:** Unsolicited Lunch

Steve,

Thank you for your guidance. Just to follow up, today we received an unrequested lunch (sandwiches and chips) for our unit (approximately 35 people) by a potential vendor. The lunch sandwiches are under $50 per person and would go to waste if not used. We have notified the vendor, even though this is a common practice (Lunch for the office) in the private industry, this is discourage as a public entity and please do not do it again.

Respectfully,

Glen Brooks

Director

Chicago Police Department