



**City of Seattle**

**Michael Patrick McGinn, Mayor**

**Personnel Department**

Darwyn B. Anderson, Acting Personnel Director

**MEMORANDUM**

**DATE:** March 22, 2011

**TO:** Carl Marquardt – Legal Counsel – Mayor’s Office

**FROM:** Pam Inch – Acting Employment Services Director - Personnel

**SUBJECT:** Criminal History and Background Review – Richard C. Hooper

A handwritten signature in black ink, appearing to read "Pam Inch", written over the "FROM:" line of the memorandum.

The Personnel Department has completed the criminal history and background review for Richard C. Hooper. There were no findings that would impact the employment eligibility of Mr. Hooper.

Cc: Personnel recruitment file