

**THIRTY DAY ADMINISTRATIVE DUTY ASSIGNMENT FOR FIREARM DISCHARGE INCIDENTS CHECKLIST  
CHICAGO POLICE DEPARTMENT**

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Officer's Name: \_\_\_\_\_ Star No.: \_\_\_\_\_

Employee No.: \_\_\_\_\_ R.D. No.: \_\_\_\_\_ Log No.: \_\_\_\_\_

- Has the involved officer's Commanding Officer been contacted and informed that the involved officer will be assigned administrative duty for 30 days?
- Has the officer been placed in the administrative duty assignment for 30 calendar days commencing the day after the incident?  
Start Date: \_\_\_\_\_
- Has the officer been released from the Employee Assistance Program (EAP) and complied with the Department directive E06-03 entitled "Traumatic Incident Stress Management Program?"
- Has the officer completed the 8 hour Critical Incident Overview Training course **(593A)** at the Education and Training Division?  
Date of Attendance: \_\_\_\_\_
- Has the officer completed the 8 hour Individualized Critical Incident Overview Training course **(1143)** at the Education and Training Division?  
Date of Attendance: \_\_\_\_\_

Person preparing the Thirty Day Administrative Duty Assignment For Firearm Discharge Incidents Checklist:

Name: (Printed) \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- Has the First Deputy Superintendent extended the 30 day mandatory administrative duty assignment?  
Date of Extension: \_\_\_\_\_ Duration of Extension: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
First Deputy Superintendent

NOTE: The officer will be returned to regular duty unless the administrative duty assignment has been extended and signed by the First Deputy Superintendent.