Non-Bid Duty Assignment Justification Memorandum

Chicago Police Department/Human Resources Division

	(District/Unit Commander),
filled the	
Non-Bid Duty Assignment in the	District/Unit.

I received ______ applications for this duty assignment.

I based my selection decision on the following job specific criteria and other desired characteristics (attach additional pages if necessary):

Below are additional comments related to my selection decision (attach additional pages if necessary):

For more information about the Non-Bid Duty Assignment process, see the CPD Hiring Plan Appendix D.

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I selected the following candidate(s) for placement into the Non-Bid Duty Assignment (attach list if necessary):

Last Name	First Name	Employee ID Number

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Because there were more suitable candidates than vacancies, I placed the following candidates into an eligibility pool for this Non-Bid Duty Assignment (attach list if necessary). This eligibility pool expires on: (36 months after its formation).

Last Name	First Name	Employee ID Number	Date Selected from Pool

This eligibility pool <u>can remain active for a period of 36 months after it is created</u>. An eligibility pool may be retired at the discretion of the Unit Commander. An eligibility pool <u>must be retired</u> when a new Notice of Vacancy for the duty assignment is issued. The Unit Commander may choose to select a Candidate from this eligibility pool instead of posting new vacancies for the same Non-Bid Duty Assignment.

Each time a selection from the eligibility pool is made, complete form (CPD-62.508).

By signing below, I confirm that all candidates who applied for this Non-Bid Duty Assignment were considered and that my selections for placement into this Non-Bid Duty Assignment and the related eligibility pool were based solely on the job specific criteria and other desired characteristics set forth in the Notice of Vacancy:

District/Unit Commander Signature

District/Unit Commander Name (please print) Date

Upon completion of this form, forward a copy to your Area Deputy Chief, Bureau Chief, and the Director of CPD-HR.

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