

# Non-Bid Duty Assignment Justification Memorandum

Chicago Police Department/Human Resources Division

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\_\_\_\_\_ (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.



