

Non-Bid Duty Assignment Use of Eligibility Pool Justification Memorandum

Chicago Police Department/Human Resources Division

I, _____ (District/Unit Commander), am utilizing an active eligibility pool to fill the _____ Non-Bid Duty Assignment vacancies in the _____ (District/Unit). The pool was created by the related form (CPD-62.507) on _____ (date) and expires on _____ (date).

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 from the pre-existing eligibility pool (attach additional names if necessary):

Last Name	First Name	Employee ID Number

By signing below, I confirm that my selections for placement into this Non-Bid Duty Assignment 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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