



# Memorandum

## *Human Resources Division*

TO: Civil Service Commission  
FROM: Human Resources Staff  
RE: Request to Decertify Register: Police Services Representative  
DATE: July 6, 2022

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### **A. Introduction**

The current eligibility register for Police Services Representative was established in January 2021. There is a current vacancy in the position, and after conducting multiple rounds of interviews from the current, active register over the last 18 months, staff finds that there is no longer an adequate number of candidates remaining on the list.

### **B. Requested Action**

Pursuant to Civil Service Rule 7.9 (*Decertification of Eligibility Registers*), the Commission may decertify a register at any time given specific criteria are met:

*The Civil Service Commission may decertify any eligibility no longer valid as a result of an inadequate number of candidates remaining on the list, change in the needs of the City or for any material change in the specifications of the class.*

Staff requests to decertify the current register in order to establish a new eligibility list.