

Police Chief Recruitment Process (Tentative and Subject to Revision)

Process Begins August with a projected completion/hire date April/May

- Secure Executive Search Firm – August/September
 - RFP (issued week of August 26)
 - Close RFP (September 20)
 - Initiate review of proposals and select preferred firm (week of September 23)
 - Initiate contract proceedings with preferred firm (week of September 30)
- Solicit Preferred Candidate Qualifications - September
 - Stakeholder Interviews
 - Council one-on-one discussions
 - Open Call for Community Input
- Develop Candidate Profile and Recruitment Materials w/ search firm - October
- Post Position Announcement - November
- Preliminary screening of candidates by search firm - January
- Presentation of Candidates to City Manager - January
- Appointment of Interim Chief - February
- Screening of Semi-Finalists - February
- Selection of Semi-Finalists for Interview – February
- Establish Interview Panels (Community & Organization) - February
- Interview of Semi-Finalists by Panels & City Manager - March
- Community Open House with Preferred Finalist - March
- Conclude Negotiations with Preferred Finalist - March
- Start Date for selected Candidate - April/May

Interview Panels

Community

Tentative Representation – NAACP Representative, SARA/Domestic Violence Representative, Task Force to Prevent Gun Violence Representative, Downtown Business Interest, Neighborhood Interest, Legal Interest, LGBT+ Interest – specific composition to be finalized and invitations made by City Manager

Organization

Tentative Representation – City Manager’s Office, Human Resources, Fire/EMS, Commonwealth Attorney’s Office, Law Enforcement – specific composition to be finalized and invitations made by the City Manager