

Police Chief Recruitment Process (Tentative and Subject to Revision) (Revised 11/15/19)

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

- Secure Executive Search Firm – August/September
 - RFP (issued week of August 26) (Complete)
 - Close RFP (September 20) (Complete)
 - Initiate review of proposals and select preferred firm (week of September 23) (Complete)
 - Initiate contract proceedings with preferred firm (week of September 30) (Complete)
- Solicit Preferred Candidate Qualifications - September
 - Stakeholder Interviews (Complete)
 - Council one-on-one discussions (Complete)
 - Open Call for Community Input (Complete)
 - Publish results of stakeholder interviews, Council discussions and community survey (Complete)
- Develop Candidate Profile and Recruitment Materials w/ search firm – October (Complete)
- Post Position Announcement – November (Complete – Posted November 14 Recruitment Brochure to be posted week of November 18)
- Preliminary screening of candidates by search firm – Begins December 20 – Open Until Filled
- 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/March
- Interview of Semi-Finalists by Panels & City Manager – February/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, LGBTQ+ 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