

Police Chief Recruitment Process (Tentative and Subject to Revision) (Revised 1/14/20)

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 Posted December 2)
- Preliminary screening of candidates by search firm – Begins December 20 – Open Until Filled (Complete – 31 applications initially received – working on narrowing candidates for interviews)
- Presentation of Candidates to City Manager – January 27
- Appointment of Interim Chief - February
- Screening of Semi-Finalists - February
- Selection of Semi-Finalists for Interview – February
- Establish Interview Panels (Community & Organization) – (Complete January 14)
- 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

Police Chief Applicant Preliminary Statistics (December 20, 2019)

- Applications received - 31
- 16 States and the District of Columbia represented – 10 from Virginia
- 17 of 31 applicants have or are serving as Chief or Deputy Chief