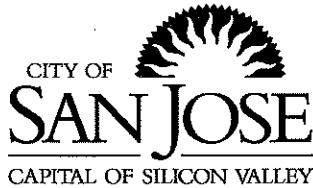


Distributed on:

SENT TO COUNCIL: AUG 12 2010

by City Manager's Office



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: POLICE CHIEF RECRUITMENT
COMMUNITY OUTREACH MEETINGS

DATE: August 12, 2010

INFORMATION MEMO

As I noted in my August 6, 2010 Information Memo regarding the Police Chief recruitment, the City is developing an outreach strategy that solicits input from the community, targeted stakeholders, and labor and staff on the desired qualifications of the next Police Chief. This memo transmits the current citywide community meeting schedule with dates and locations, along with materials to encourage and facilitate attendance at the meetings.

I want to assure the City Council and community that this will be a thorough, inclusive and complete process that also protects the confidentiality of those candidates who are interested in applying for the job. I am already receiving feedback that the current outreach strategy may not be sufficient. As the process moves forward, I will weigh this concern against the practical realities of time and resources; however, the current outreach plan is a multi-month process and targeted input at this time is to complete one milestone of many in the recruitment process, e.g., completion of the position profile for the Police Chief position. As the recruitment process continues, I am open to continued and ongoing input toward informing the entire process up until the decision appoint a new Police Chief.

This memo outlines the three part outreach strategy: (1) Citywide Community Meetings; (2) Police Department Workforce and Labor; and, (3) Targeted Stakeholder Outreach.

Citywide Community Meetings

At this time, there will be a series of five community outreach meetings in August and September 2010. The community meetings will be geographically spread throughout the City and offered in each of the City's four Police Division Units, plus one citywide meeting at City Hall. The meeting dates, locations, and times are listed below (Attachment A):

Tuesday, August 24—Central Division
Roosevelt Community Center
6:00 - 8:00 p.m.

Wednesday, September 1—Western Division
West Valley Library
6:00 - 8:00 p.m.

Wednesday, August 25—Southern Division
Franklin McKinley School District Offices
6:00 - 8:00 p.m.

Thursday, September 2—Foothill Division
Eastside Union High School District Offices
6:00 - 8:00 p.m.

Monday, August 30—Citywide
City Hall Committee Rooms 118, 119, 120
6:00 - 8:00 p.m.

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The meetings will be facilitated by Shawn Spano, a communication consultant, and I will personally be attending all but one of the community meetings. Also in attendance will be Ms. Teri Black-Brann from Teri Black & Company (the executive recruiter), in conjunction with City staff.

These meetings will be widely advertised and have already been coordinated with Council Offices to ensure maximum participation and attendance. To maximize awareness and outreach of these meetings, City staff has developed a brief newsletter article for Councilmembers, neighborhood groups, and organizations to include in any upcoming publications (Attachment B). Additionally, the attached flyer will be translated into Spanish and Vietnamese.

All of these outreach materials will be posted on the City's website to allow for City Council Offices and organizations to retrieve these materials by softcopy and send them out to promote attendance at these meetings. It should be noted that Spanish and Vietnamese interpreters will be present at each of the above meetings. Early next week, City staff will begin outreaching to each City Council Office to provide direct assistance on maximizing notification of these upcoming meetings.

At the meetings, Ms. Teri Black will give a short presentation on the recruitment process, and attending community members will be asked the following four questions:

- Question 1: What are the most important issues that you would like the new Police Chief to address?
- Question 2: What experience and track record should the new Police Chief have?
- Question 3: What are the most important skills and characteristics the new Police Chief should have?
- Question 4: Is there anything else you would like the City to consider when selecting the new Police Chief?
- Question 5: What are you willing to do or contribute to ensure the success of the new Police Chief?

The responses of these questions, in addition to input gathered from other various methods that have been put into place for the community, stakeholders, and labor/workforce for providing input, will be used to develop the Police Chief profile. Additionally, the responses will help inform the consultant in her outreach efforts to potential candidates. The input provided at these meetings will be summarized and documented, but not transcribed verbatim, and made public when completed.

Police Department Workforce and Labor

Discussions have recently taken place with Police Chief Rob Davis and Police Officer's Association President George Beattie to receive input on the most effective manner to obtain input from the Police Department workforce. Additionally, Ms. Teri Black-Brann will be meeting with each individually to seek additional targeted input regarding this recruitment.

The direct input of Police Department staff, both sworn and non-sworn, is very important to me as I embark on a complete engagement process. I have expressed clearly that I need to hear from the

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workforce specifically about the ideal characteristics of the next Police Chief and specific skills/qualifications needed to lead the Police Department that best match the workforce.

Through these conversations, and in order to maximize the ability to provide input, the City has developed a confidential online survey that focuses on the above five key questions that have been developed to solicit input. In addition, an open ended question has been included to obtain a broad range of input that can be shared with the new Police Chief to better understand the current concerns of the workforce. Below is the additional question that will be captured in the survey:

Question 6: What else would you like the City to know that is not captured in the above questions?

The survey will be available beginning on August 16 through September 10. If a Police Department staff person does not want to complete the survey, s/he can also provide written input by sending an email to info@tbcrecruiting.com, which is an email address that goes directly to Ms. Teri Black-Brann, the executive recruiter.

I have also prepared a memo regarding how staff can provide input that provides information on the recruitment process and schedule. The memo will be distributed to the Police Department staff over the next couple of days at shift change and other effective distribution methods used within the Police Department.

Last, I will be inviting a group of randomly selected Police Department staff to meet with me to discuss in person the above five questions and am open to holding additional meetings once weighed against the effective nature of this meeting forum, along with the practical realities of time and resources.

Targeted Stakeholder Outreach

It is also important to know that in addition to five citywide community meetings, we will be reaching out to multiple stakeholders who are interested in the work of the police department and this selection process. To date, the list includes neighborhood and downtown leaders, businesses, the faith-based community, schools, non-profits, as well as critics of the Police Department.

Outreach to targeted stakeholders is being developed in various methods:

- First, to the extent feasible, City staff is requesting that a "Police Chief Recruitment" item be added to existing meetings and staff will be attending various group meetings to provide information and outline how individuals can provide input or promote the upcoming community meetings. Additionally, the pre-existing meetings can serve as a forum for discussing the proposed four key questions regarding the qualities of the next Police Chief and staff is already in process of adding this discussion to agendas.
- Second, I am in process of setting two meetings over the next three to four weeks that invites stakeholders to meet personally with me to receive input on the next Police Chief. I am open to holding additional meetings once weighed against the effective nature of this meeting forum, along with the practical realities of time and resources.

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- Third, if stakeholders do not want to attend the smaller group meetings or citywide community meetings, written input can also be provided by sending an email to info@tbcrecruiting.com, which is an email address that goes directly to Teri Black & Company, the executive recruitment firm.

Conclusion

This recruitment process, and ultimately the appointment of a new Police Chief, is a high priority for me personally, as well as my staff. As already noted, I want to assure the City Council and community that this will be a thorough, inclusive and complete process that also protects the confidentiality of those candidates who are interested in applying for the job. This process will focus on maximizing stakeholder input so that the process fully considers the community input while sustaining my ability to have a confidential, thorough, and efficient recruitment process that leads to the successful appointment of a new Police Chief by December 2010. In addition to the above outreach, my staff is already working with American Leadership Forum-Silicon Valley (ALF) to host a series of *Community Dialogues* in mid- to late-September that will be designed to fit the particular phase that the Police Chief recruitment process is at during that period.



DEBRA FIGONE
City Manager

For questions please contact Deanna J. Santana, Deputy City Manager at (408) 535-8280.

Attachments:

- A. Police Chief Recruitment Community Meeting Flyer
- B. Police Chief Recruitment Outreach Newsletter Paragraph

THE CITY IS SEEKING COMMUNITY INPUT ON POLICE CHIEF RECRUITMENT



Meeting Purpose: The City of San Jose is recruiting for a new Police Chief and is interested in receiving community input on the ideal qualities of a Police Chief. The information collected will help inform the process and evaluation of candidates. Several community meetings are scheduled to hear and collect input from residents. Residents who are unable to attend a community meeting, but would like to submit written comment, may do so by sending an email to info@tbcrecruiting.com.

Background: The Police Chief oversees the operations of approximately 1,700 employees (1273 sworn officers) for the current fiscal year. The Table below provides information on Police Department activity in 2009.

Category	2009
City of San Jose Population	964,695*
Calls for Service	
▪ 9-1-1 or other emergency calls.....	405,848
▪ Non-Emergency Calls.....	343,868
Cases Investigated	38,006
Total Arrests	25,968
Ratio of Officers per 1,000 Residents	1.36
Internal Affairs Unit Activity	
▪ Citizen Complaints.....	213
▪ Department-Initiated Investigations.....	71
▪ Non-Misconduct Concerns.....	109
Police Department FY 09/10 Adopted Budget	\$299,397,775

*Estimated population as of July 1, 2009, Source: U.S. Census Bureau

The City has contracted with Ms. Teri Black-Brann, of Teri Black & Company, a public sector executive recruitment firm, to conduct the recruitment search. Ms. Black-Brann has provided service to the executive search industry since 1999. Ms. Black-Brann most recently conducted the recruitment process for the City's Fire Chief position and has completed 20 public safety searches, 10 of which were Police Chief searches, including numerous recruitments on the west coast.

ADA Access: To arrange accommodations under the Americans Disabilities Act to participate in this public meeting, please call Alexandra Orologas at (408) 535-8100 or (408) 294-9337 (TTY) at least three (3) business days before the meeting.

Calendar of Upcoming Community Meetings

All meetings are from 6:00 to 8:00 p.m. Spanish and Vietnamese interpreters will be available at the meetings.

Tuesday, August 24, 2010

Roosevelt Community Center
Community Room
901 East Santa Clara Street

Wednesday, August 25, 2010

Franklin McKinley School District Offices
Board Room
645 Wool Creek Drive

Monday, August 30, 2010

San Jose City Hall, Council Chambers
200 East Santa Clara Street

Wednesday, September 1, 2010

West Valley Library, Community Room
1243 San Tomas Aquino Road

Thursday, September 2, 2010

Eastside Union High School District Offices
Board Room
830 North Capitol Avenue

For more information, visit
www.sanjoseca.gov or email
info@tbcrecruiting.com



Newsletter Article: Police Chief Recruitment Community Outreach Meetings

The City of San Jose is recruiting for a new Police Chief and is interested in receiving community input regarding the ideal qualities of a Police Chief. San Jose's Police Chief oversees the operations of approximately 1700 police employees (1273 sworn positions) in 4 Bureaus comprised of 10 divisions with more than 70 specialized Units and assignments providing police services for our community of more than 1 million residents.

The City has contracted with Ms.Teri Black-Brann of Teri Black & Company, a public sector executive recruitment firm, to conduct this recruitment. If you are interested in providing input regarding the upcoming recruitment for the Police Chief, you are encouraged to attend any of the following community meetings:

Tuesday, August 24—Central Division
Roosevelt Community Center
Community Room
6:00-8:00pm

Wednesday, September 1—Western Division
West Valley Library
Community Room
6:00-8:00pm

Wednesday, August 25—Southern Division
Franklin McKinley School District Offices
Board Room
6:00-8:00pm

Thursday, September 2—Foothill Division
Eastside Union High School District Offices
Board Room
6:00-8:00pm

Monday, August 30—Citywide
City Hall Committee Rooms 118, 119, 120
6:00-8:00pm

Spanish and Vietnamese interpreters will be available at all of the meetings. For residents who are unable to attend a meeting, but would like to submit written comments may do so by sending an email to info@tbcrecruiting.com. If you have any questions, please contact Deanna Santana, Deputy City Manager, at (408) 535-8280.