

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer A. Maguire

**SUBJECT: CHIEF OF POLICE  
RECRUITMENT AND  
SELECTION PROCESS**

**DATE:** February 2, 2024

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## **INFORMATION**

The City of San José is currently planning for the recruitment and selection of a new Chief of Police, following Chief Anthony Mata's recent announcement of his intention to retire at the end of March 2024, after 28 years of service to the community. This information memorandum provides details on the Administration's plans for the recruitment and selection process.

### ***Recruitment Process***

#### **Executive Recruiter Selection**

The Administration is currently conducting a formal Request for Proposals process to obtain an executive recruiter to begin a nation-wide recruitment for the City's next Chief of Police. The executive recruiter's duties will include, but will not be limited to, launching the recruitment brochure, advertising the position, and conducting candidate outreach for the position. The Administration plans to select an executive recruiter in February 2024, and will start the recruitment shortly thereafter.

#### **Stakeholder Outreach and Engagement**

To inform the recruitment and selection process, the Administration is currently planning a variety of outreach and engagement methods to seek input from community members, key stakeholders, Police Department employees, and the Mayor and City Council. Outreach and engagement methods will include a citywide online survey, community meetings, focus group meetings, and one-on-one sessions regarding the ideal knowledge, skills, abilities, and leadership characteristics needed for the next Chief of Police, as well as the challenges and opportunities facing the Police Department. This feedback is extremely valuable to me as I determine who I will be recommending to the City Council to be confirmed for this important position. The outreach and engagement methods are described in greater detail below and are generally planned to be conducted in the March/April 2024 timeframe:

- **Citywide Online Survey** – To encourage participation from the community at large, the Administration will release an online survey aimed at residents and businesses. The survey will be publicized on social media and sent to partner Community-Based Organizations (CBOs) to help advertise the survey. As standard practice, the survey will

be available in English, Spanish, Vietnamese, Simplified Chinese, and Traditional Chinese.

- **Community Meetings** – One virtual and five in-person meetings will be hosted throughout the City to ensure cross-City stakeholder engagement. The Administration will be partnering with all City Council Districts (two districts per meeting, based on geography) to co-host these meetings. Interpretation services will be available as needed at all meetings. These meetings will be planned with the intent that all community members who want to participate will have the opportunity as meetings will occur on both weeknights and weekends.
- **Key Stakeholder Focus Groups and One-on-One Sessions** – In order to receive input from key stakeholders, the Administration will hold meetings with CBOs, faith-based organizations, neighborhood associations, racial equity/civil rights organizations, the San José Police Officers Association, partner law enforcement agencies, and others as needed during the process.
- **Police Department Employee Online Survey and Meetings** – The Administration will distribute a department-wide online survey and hold a series of meetings with the Police Department workforce—including with both sworn and non-sworn employees within various job classifications—to gain employee input for the recruitment and selection process.
- **Mayor and City Council Meetings** – The Administration will hold one-on-one meetings with the Mayor and each member of the City Council to help frame and finalize the Chief of Police Statement of Policy and City Council Questions

### *Selection Process*

#### **Statement of Policy and City Council Questions**

I will bring forward for City Council review and approval a Statement of Policy and City Council Questions for the Prospective Chief of Police as required by City Charter Section 411.1. Specifically, Section 411.1 requires that the City Council, prior to meeting with the City Manager's recommended candidate for Department Director positions that are subject to the City Charter's requirements, adopt a Statement of Policy for the involved department which includes the broad goals, objectives, and aspirations to be accomplished by that department, along with proposed questions for the City Council to present to the City Manager's recommended candidate for the appointment. This memorandum is currently planned to be brought forward for City Council consideration in April 2024.

#### **Candidate Screening Process**

After the application period has closed, the Administration's executive recruiter will conduct an initial screening of the candidates, which will include reviewing each candidate's application materials and meeting with each minimally qualified candidate. In these meetings, the executive recruiter will conduct a screening interview to verify the information the candidate provided and assess the candidate's knowledge, skills, abilities, and leadership characteristics against those advertised in the position profile. In addition, the executive recruiter will conduct a search for published articles that include the candidate's name and develop a detailed internet profile on

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each person. After the screening process, the executive recruiter will provide recommendations to the Administration on which candidates should move forward in the recruitment process.

### **Candidate Initial Interviews**

After a review of the executive recruiter's recommendations, the Administration will choose candidates to move forward in the selection process and those chosen will proceed to interview panels. Each candidate will interview with various panels and all interview panels will be confidential for both the candidates and the panelists. To ensure a diverse perspective, the interview panels will consist of a mix of City Senior Staff, community members, key stakeholders, and partner law enforcement agencies. At the end of the interviews, the panelists will be invited to directly share their assessments of each candidate's strengths and areas for improvement/concern with me. I will then narrow the candidate field for the final interview process, as appropriate. The dates and composition of the panels will be set in the coming months.

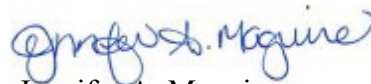
### **Candidate Final Interviews**

The Assistant City Manager will join me in interviewing the final candidates. After these interviews, I will take into account the information and feedback provided over the course of the recruitment and selection process, perform further background and reference checks, and make a final selection to bring forward for City Council confirmation, as appropriate.

### **City Council Confirmation Process**

As part of the City Council confirmation process, the selected candidate will prepare answers to the City Council Questions as described above. The answers will be submitted to the City Council, who will then consider my recommended candidate for confirmation in a Closed Session meeting. If confirmed by the City Council, the selected candidate will then be formally announced at that afternoon's City Council meeting.

Given the time required to complete the recruitment and selection steps outlined above, I will need to appoint an Acting Chief of Police before the retirement of the current Chief of Police on March 30, 2024. I will announce this decision in March 2024. I will also continue to keep the community, key stakeholders, Police Department employees, and the Mayor and City Council informed as the recruitment and selection process continues for the next Chief of Police.



Jennifer A. Maguire  
City Manager

For questions, please contact Tom Westphal, Deputy Director, City Manager's Office, at [thomas.westphal@sanjoseca.gov](mailto:thomas.westphal@sanjoseca.gov).