

CHIEF OF POLICE SEARCH TENTATIVE TIMELINE

January 26, 2010	Post advertisement for law enforcement chief executive in national law enforcement venues.
February 1 - 5, 2010	City Manager provides information to Mayor and Council on the Police Chief Recruitment process and timeline. City Manager will contact representatives to serve on the community panel based on recommendations from the Mayor and City Council, the Interim Chief, and members of the Police Department.
February 19, 2010	Deadline for accepting applications.
February 22 – 28, 2010	Human Resources conducts a general assessment of all applicants who meet minimum qualifications based on applicant information submitted and forwards to the Police Chief Recruiting Team (Assistant City Manager, Human Resources Director, Interim Chief). Police Chief Recruiting Team ranks qualified applicants and recommends top candidates to be interviewed.
March 1 – 12, 2010	Conduct preliminary background check on top candidates and eliminate/change if necessary. City Manager will brief Mayor and City Council on top candidates.
March 15 – 29, 2010	<p>Finalists meet with three panels (all on the same day) for approximately 45 to 60 minutes. The panels will consist of (1) the City's Senior Leadership Team; (2) City Police Department staff; and (3) representatives from the community.</p> <p>Prior to the meetings, each panel member will submit proposed questions for the finalists to the Recruiting Team. The Recruiting Team and the City Manager will review and consolidate the questions submitted and select a final list of questions to be asked by each panel. Questions must be predetermined as time will be limited and each candidate must be asked the same questions by the panels.</p> <p>Following the meetings with the finalists, each panel member will rate each finalist using a standard system (for example, "Well Suited," "Suited," "Not Suited") and the panel will collectively come to a consensus to rank the finalists in the preferred order, including brief reasoning for the decision (strengths, weaknesses, etc.).</p> <p>Conduct public meet and greet sessions. Comment cards and boxes will be available for citizen feedback.</p> <p>City Manager meets one-on-one with finalist(s), makes preliminary selection (pending background/reference checks).</p> <p>Comprehensive on-site background investigation conducted on selected candidate (Interim Chief will recommend someone to conduct) and employment/reference checks conducted on selected candidate by Human Resources Director.</p>
March 30, 2010	City Manager advises Mayor and City Council on the selection.
April 5, 2010	City makes offer to selected candidate and begins negotiations; conducts pre-employment physical, psychological assessment, and any additional background or reference check (if needed).
TBD	Public announcement of hire.