



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Meeting Agenda

Monday, May 1, 2023

6:00 PM

1 Frank H. Ogawa Plaza, 1st floor
Hearing Room 2

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Rickisha Herron (District 6), Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Vacant (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

PUBLIC PARTICIPATION

The Police Commission Selection Panel welcomes public participation. During this time of transition back to in-person meetings, we are currently prohibited from implementing hybrid meetings. Please refer to the ways in which you can observe and/or participate below:

OBSERVE:

- To observe the meeting by video conference, please click on this link <https://us02web.zoom.us/j/84415303883> at the noticed meeting time. Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled “Joining a Meeting”
- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 or +1 669 444 9171 or +1 719 359 4580 or +1 253 215 8782 or +1
346 248 7799 or +1 646 931 3860

Webinar ID: 844 1530 3883

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

Use of Zoom is limited to observing, public comment will not be taken via Zoom

PROVIDE PUBLIC COMMENT IN PERSON:

- Public comment on each agenda item will be taken. Members of the public wishing to comment must fill out a speaker card for each item they wish to comment on. Speaker cards will be accepted up until Public Comment for each item begins. Please submit your cards to the staff.

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POLICE COMMISSION SELECTION PANEL
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Meeting Agenda (Continued)

Monday, May 1, 2023

6:00 PM

Via Teleconference

- Comments must be made on a specific agenda item covered in the meeting that the comment was submitted for, and that item must be written on the speaker card, or they will be designated open forum comments.
- Comments designated for open forum, either intentionally or due to the comments being outside of the scope of the meeting's agenda/submitted without a including a written agenda item, will be limited to one comment per person.

E-COMMENT:

- Please email written comments to fverdin@oaklandca.gov. E-comments must be submitted at least **24 hours** prior to the meeting with the agenda item to which it pertains. Open Forum comments are limited to one per person.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Meeting Agenda (Continued)

Monday, May 1, 2023

6:00 PM

Via Teleconference

1. Roll Call and Determination of Quorum

2. Public Comment

Comments on all items will be taken at this time. Comments for items not on the agenda will be taken during Open Forum.

ACTION ITEMS

3. Special Presentation - Update from the Coalition for Police Accountability - Mariano Contreras, Member of the Steering Committee

Special Presentation – Update from Police Commissioner Regina Jackson on the State of the Police Commission

4. Selection Panel Deliberations of Police Commission Applicants

The Selection Panel will deliberate and take the following possible actions about the selection process for Police Commission members: evaluating the outreach and engagement process, determine possible interview schedule for current police commissioners or reserve pool candidates.

- Staff Report –Nomination and Recruitment Process

5. Police Commissioner Application Outreach

The Selection Panel will discuss and take possible action on outreach efforts for the 2023 Police Commissioner nomination process.

Approve the outreach materials, including flyer, letter to applicants and designate someone to be a contact person for members of the public who have questions. Designate someone to make announcements at Police Commission meetings. Ask members of the Selection Panel if there are any individuals or organizations that the press release should go to in addition to the usual recipients. (See Section 5.7.4.6 of the Selection Procedure). Make an announcement encouraging the public to help spread the word about applying for the Police Commission.

6. Rules of Procedure

The Selection Panel will discuss and take possible action on Rules of Procedure for conducting its business.

7. Applicant Evaluation Tool

The Selection Panel will discuss and may take possible action on the applicant evaluation tool.

**CITY OF OAKLAND
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Meeting Agenda (Continued)

Monday, May 1, 2023

6:00 PM

Via Teleconference

8. Review and approve minutes

- August 10, 2022
- February 28, 2023

9. Open Forum

10. Adjournment

The meeting will adjourn upon the completion of the Selection Panel's business.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email fverdin@oaklandca.gov or call (510) 238-4756 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a fverdin@oaklandca.gov o llame al (510) 238-4756 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 fverdin@oaklandca.gov 或 致電 (510) 238-4756 或 (510) 238-2007 TDD/TTY.



SELECTION PANEL REPORT

TO: Selection Panel for the
Oakland Police Commission

FROM: Felicia Verdin
Assistant to the City Administrator

SUBJECT: 2023 Nomination Process

DATE: April 24, 2023

Action Requested:

For the Selection Panel to:

1. Review, discuss and/or modify the 2023 nomination schedule.
2. Review, discuss and/or modify the evaluation and interview schedule.
3. Determine its next meeting or series of meetings.

Executive Summary:

During its August 10, 2022 meeting, the Selection Panel nominated Jesse Hsieh to serve as a full commissioner and Angela Jackson-Castain to serve as an Alternate on the Police Commission. On September 20, 2023, Mr. Jesse Hsieh and Ms. Jackson-Castain's appointments were confirmed by the Oakland City Council meeting.

Background:

In 2023, the Selection Panel will be nominating a slate of two (2) appointee to the Police Commission. Chair Tyfahra Milele and David Jordan's terms ends in October 2023. As the Panel may recall, David Jordan was originally appointed to the Police Commission by the Selection Panel as an Alternate in 2019 and was elevated to a full commissioner by the Police Commissioner.

Police Commissioner Terms

Table 1: Terms for Current Police Commissioner

Commissioner	Appointing Authority	Term End Date
Tyfahra Milele, <i>Chair</i>	Selection Panel	Oct. 2023
Marsha Peterson, <i>Vice-Chair</i>	Mayor	Oct. 2023
Brenda Harbin-Forte	Mayor	Oct. 2022
Rudolph Howell	Selection Panel	Oct. 2024
Jesse Hsieh	Selection Panel	Oct 2025
Regina Jackson	Mayor	Oct. 2021
David Jordan	Selection Panel	Oct. 2023
<i>Angela Jackson-Castain, Alternate</i>	Selection Panel	Oct. 2025
Karely Ordaz, Alternate	Mayor	Oct. 2023

Nomination Schedule

The Selection Panel determined the 2023 nomination schedule as reference below in **Table 2**:

Table 2: 2022 Nomination Schedule

Activity	Date
Determine application deadline	February 2023
Joint press release with Mayor announcing 2023 nomination period	April 10, 2023
Incumbents notified	Week of March 20, 2023
Application deadline	May 31, 2023
Candidate interviews (first round)	TBD
Finalist interviews (first round)	TBD (to be determined)
Determination of slate	TBD
Background check process complete	TBD
Council confirmation	TBD

As previously mentioned, if the goal is to get a nominee scheduled for confirmation at the City Council meeting of September 20, 2023, the Selection Panel will need to determine the nominee no later than mid-August 2023. All other dates can be adjusted accordingly based on input from the Selection Panel.

Reserve Pool Candidate responses:

Staff reached out to the three (3) reserve pool candidates. Margaret Grimsly, Rakita O'Neal and Dr. Stacey Thompson to be considered for the Police Commission in 2023. Rakita O'Neal declined to participate in the process this year.

Commissioner David Jordan responded that he will send an updated application. Staff emailed Alternate Angela Jackson-Castain and will follow-up to determine her willingness to be considered for a full police commissioner.

2022 Police Commission Application

The current Police Commission application available on the City's website at <https://www.oaklandca.gov/boards-commissions/police-commission>

The Police Commissioner Application is available online in English, Spanish, Chinese and Vietnamese.

In 2023, staff was able to provide the following outreach:

- Press release to all media contacts
- Email communication to announce and request distribution of information to:
 - Mayor's Office
 - City Council Offices
 - City service provider networks
 - Selection Panel Members
 - Oakland Police Commissioners

- Community Police Review Agency
- Oakland Neighbors Inspiring Trust
- Latino Task Force
- Oakland Community Organizations
- Ad placed in the Oakland POST

In 2020, Vice Chairperson Brendalynn Goodall worked with KLBX radio to run a 15-second Public Service Announcement (PSA) leading up to the application deadline. The PSA was advertised free of charge and aired 30 times between May 29 to June 12, 2020.

Also in 2020, Member Lorelei Bosserman organized outreach efforts by the Selection Panel and maintained a database of organizations that were contacted directly by Selection Panel Members.

Applicant Statistics

Table 3 shows application statistics by nomination year. There were no nominations required in 2018.

Table 3: Applications Statistics by Year

Nomination Year	Applications Received	Applicants Invited to Interview	Nominations made by Selection Panel
2017	146	28	4 Commissioners; 1 Alternate
2019	16	10	1 Commissioner; 1 Alternate
2020	68	17	2 Commissioners
2021	16	5	1 Commissioner
2022	13	13	1 Commissioner; 1 Alternate

For questions regarding this report, contact Felicia Verdin at (510) 238-3128 or fverdin@oaklandca.gov.



APPLICANT EVALUATION TOOL
Position: Police Commissioner (Volunteer)

Position Description

Serve on Police Commission public body of seven (7) members plus two (2) alternates. The Police Commission's role is to oversee the Oakland Police Department's policies, practices and customs to meet national standards of constitutional policing and oversee the Community Police Review Agency that investigates police misconduct and recommends discipline. Additional duties include hearing citizen complaints, making decisions determining outcomes.

Core Competencies, Interview Questions & Evaluation

Core competencies are the identified knowledge, skills, and/or abilities that are necessary to the successful performance of an Oakland Police Commissioner. The objective of the interview is to assess the competency and qualifications for serving as a Police Commissioner. The Selection Panel will ask each applicant a series of questions that are designed to understand the applicant's qualifications in the following areas:

A. Interpersonal / Collaborative

- a. Works cooperatively and productively with others to achieve results.
- b. Respects and welcomes diverse perspectives. Able to process multiple points of view and achieve constructive results.
- c. Respects the confidentiality of information or concerns shared by others.
- d. Strong communications skills – both written and oral.

B. Judgement / Decision-Making

- a. Has a strong sense of urgency about solving problems and getting work done.
- b. Effectively analyzes and interprets rules and regulations.
- c. Understands inter-relational systems and influences.
- d. Applies factual information, due diligence and sound judgment in making decisions and dealing with confidential and/or sensitive information.

C. Analytic / Investigative Practices

- a. Has knowledge and/or experience in sound investigative practices.
- b. Has knowledge and/or experience in applying a racial equity framework and systems thinking approach to identifying and addressing issues.

D. Values / Commitment / Perspective

- a. Seeks and synthesizes community perspective into decision-making.
- b. Able to commit time and energy to serving on Police Commission.
- c. Brings perspective of community most impacted by law enforcement (e.g., race, gender, disability, residency, etc.)

E. Level of Interest

- a. Understands role and authority of Police Commission.

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

A. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Interpersonal / Collaborative**:

1. Tell us about your experience working effectively with others, including your experience working on other boards, commissions and groups. How did you handle conflict in these situations?

2. Scenario: The Commission's members strongly disagree on an issue. What would you do to forge a consensus or reach a compromise?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Interpersonal / Collaborative					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

B. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Judgement / Decision-Making**:

3. While serving on the Police Commission there will be a great deal of pressure from the public, fellow commission members and City staff. What skills will you draw on to manage this and come to a fact-based decision?

4. Being a Commissioner may involve being insulted by the public and criticized by the police. Have you ever been publicly insulted? What advice would you give to someone about how to handle it?

5. Has someone you disagreed with ever changed your mind about something? Please provide an example.

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Judgement / Decision-Making					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

C. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Analytic / Investigative Practices**:

6. Throughout the Federal Court's oversight of O.P.D., the Court has consistently criticized OPD's Internal Affairs Division for the thoroughness, objectivity and professionalism of its investigations of alleged officer misconduct and there is a public perception that both line police officers and their supervisors are rarely held accountable. What structural or policy changes should the Commission explore to address this issue? KEEP

7. With the assistance of a Court-appointed expert, it has been fully established that OPD officers have for some time and continue to make racially-biased stops of motorists and pedestrians. What actions should the Commission take to change this OPD practice?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Analytic / Investigative Practices					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

D. Based on the responses to the following interview questions, rate the applicant's strength of the **Core Competency – Values / Commitment / Perspective**:

8. Tell us about your community involvement and what groups you are affiliated with.
9. While serving on the Commission you will learn information that may not be familiar to your life experience, share a brief experience where you had to see through many lenses.
10. Why do you want to be part of the Oakland Police Commission and what impacts would you like to see the Oakland Police Commission have and accomplish?
11. What skills would you bring to the Oakland Police Commission?
12. What is the Police Commission doing right?
13. If you became a Police Commissioner, what would you do differently?
14. For you personally, which of your work, community service and/or organizational leadership experiences would help you in serving on the Oakland Police Commission?

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Values / Commitment / Perspective					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

E. Based on the responses to the following interview questions, rate the applicant's strength of the Core **Competency – Level of Interest**:

15. When did you first become interested in the Police Commission? What have you done to learn more about it? And what are your impressions?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Level of Interest					
Comments	<p><i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i></p>				

POLICE COMMISSIONER APPLICANT EVALUATION TOOL

Applicant Name: _____

Evaluator Initials: _____

	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
Overall Score					
Comments					

Selection Procedure

1. PURPOSE

- 1.1 This document describes the procedure used by the Selection Panel (SP) for recruiting and selecting people to serve on the Oakland Police Commission (PC).

2. OVERVIEW

- 2.1 Selections are made every year, to replace or reappoint commissioners whose terms expire. The selection process typically takes place between February and July and consists of recruiting applicants (outreach), reviewing applications, interviewing applicants, checking applicant references, and voting on who to appoint. The final selections should be made by August, so that there is enough time for staff to do background checks before the nominees are submitted to the City Council for approval. The nominees must be submitted to the City Council before the terms of the outgoing commissioners expire on October 15. If approved by the City Council, the new commissioners begin their terms on October 16.
- 2.2 If a commissioner who was selected by the SP resigns or is removed before their term expires, the SP must fill the vacancy. The SP may hold a special meeting and select someone from the Reserve Pool (if one exists) to fill the vacancy. Alternatively, the SP may choose to find a replacement during the regular annual selection process, or to hold a special recruitment and selection cycle.

3. PRINCIPLES

3.1 Mission

- 3.1.1 The goal of the SP is to select a diverse group of commissioners who can maintain an objective perspective, focus on facts, and exhibit a spirit of collaboration and community focus, for the betterment of policing in the City of Oakland.

3.2 Diversity

- 3.2.1 One important element of a strong commission is diversity—diversity of race, gender, class, background, neighborhood, age, job experience, and personal experience. The diversity of the commission ensures its likelihood to serve the diverse community in the City of Oakland. People with different backgrounds bring different skill sets, different perspectives, and different insights to the work.

3.3 Representation

- 3.3.1 Another important element of a strong commission is representation. The commission must include people from the communities that are most heavily impacted by police misconduct. People who have experienced or witnessed police misconduct know more about what needs to change, what changes are most likely to work, and what the potential pitfalls of new approaches might be.
- 3.3.2 National statistics show that Black people, Native American people, and Latino people are significantly more likely to be killed by police officers than white people. Presumably they are also more likely to experience other types of police misconduct.
- 3.3.3 Other groups that are often heavily impacted by police misconduct include LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing, young people, and immigrants.
- 3.3.4 Historically, the victims of certain types of crime have often been neglected or mistreated by the criminal justice system. Examples include members of communities that are often targeted by hate crimes, victims of sexual assault, victims of sexual exploitation, and victims of domestic violence. People who have experienced this kind of neglect or mistreatment at the hands of the criminal justice system can also bring valuable perspectives and insights to the work of the PC.

3.4 The Applicant's Experience

- 3.4.1 Applying to be on the PC and undergoing the public selection process is difficult and stressful. Every effort should be made to minimize the unpleasantness of the applicant's experience (without compromising the effectiveness of the process). The SP should express appreciation to the applicants—individually and collectively, verbally and in writing.

4. AD HOC COMMITTEES AND DESIGNEES

- 4.1 Ad hoc committees can be formed to perform any of the tasks in this procedure except the final applicant interviews and the final vote to select the commissioners (which must be done by the full SP).
- 4.2 Similarly, any task in this procedure (except the final applicant interviews and the final vote to select the commissioners) can be delegated to a single member of the SP (a designee).
- 4.3 Typically, committees and designees make recommendations which are voted on by the entire SP. If desired, the SP can authorize the committee or designee to perform the task as they see fit without getting approval from the SP on the details. (For example, the SP may authorize a designee to write a letter and send it without bringing the letter back to the SP for approval.)

5. RECRUITING APPLICANTS AND SELECTING COMMISSIONERS

- 5.1 The SP typically meets from February to August each year, meeting monthly or more often as required.
- 5.2 The most urgent tasks are setting the schedule for the year—particularly the application deadline—and doing outreach to recruit applicants. If possible, these tasks should be addressed at the first meeting of the year (typically in February).
- 5.3 Applications are accepted all year.
- 5.4 Staff includes all the applications received to date in the agenda packet for every meeting, so that SP members can begin reviewing the applications at any time.
- 5.5 Every agenda packet should include the following:
- This procedure
 - The Applicant Evaluation Tool
 - All applications received so far
- 5.6 Setting the Schedule
- 5.6.1 With staff guidance, decide on a schedule for the year. In 2021, the schedule was as follows:

Activity	Date
Incumbents notified	March 5, 2021
Updated application released	April 21, 2021
Joint press release with Mayor announcing 2021 nomination period	April 21, 2021
Community organizations contacted by staff	April 23, 2021
Previous applicants invited to reapply	April 26, 2021
Email to Mayor and City Council Offices requesting officials to share information	April 28, 2021
Application deadline	June 15, 2021
Deadline for Selection Panel to review applications	TBD
Candidate interviews (first round)	TBD
Finalist interviews (second round)	TBD
Determination of slate	Mid-August 2021
Background check process complete	Early-September 2021
Council confirmation	October 5, 2021

- 5.6.2 The final selections must be made in time for staff to complete background checks before the names of the nominees are submitted to the City Council.
- 5.6.3 The City Council must approve the nominees before October 16, when the new commissioners begin their terms.

- 5.7 Outreach (Recruiting Applicants)
 - 5.7.1 The goal of outreach is to let people in a variety of communities know that they can apply to be on the PC and give them information about the PC and how to apply.
 - 5.7.2 It is especially important to reach people who are members of communities that are heavily impacted by police misconduct, such as Black people, Native American people, Latino people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing or who have lived without housing in the past, young people, and immigrants.
 - 5.7.3 Contact Person
 - 5.7.3.1 The SP designates someone (preferably an SP member) to be the contact person for members of the public who have questions about applying to be on the PC. This person's name and/or contact information appear on outreach literature.
 - 5.7.4 Press Release
 - 5.7.4.1 The SP asks staff to write a press release and obtain a copy of the City's current list of people and organizations that usually receive press releases from the City.
 - 5.7.4.2 Staff writes a press release and gets the mayor's approval. (See Appendix A for a sample press release.)
 - 5.7.4.3 Staff includes the press release and the City's usual list of recipients in the agenda packet for the next meeting.
 - 5.7.4.4 The SP approves the press release as is or requests changes.
 - 5.7.4.5 The SP asks staff to distribute the press release to the City's list of people and organizations that usually receive press releases from the City.
 - 5.7.4.6 If desired, the SP asks staff to distribute the press release to additional recipients.
 - 5.7.4.7 Staff distributes the press release to the City's usual recipients and any additional recipients designated by the SP.
 - 5.7.4.8 The SP asks staff to keep a running list of who will be notified.
 - 5.7.4.9 The SP asks staff to keep a running list of who has been notified.
 - 5.7.4.10 If desired, a press conference can be held by the SP, the chair of the SP, and/or the mayor.
 - 5.7.5 The SP asks staff to do outreach to radio stations, local social media accounts, KTOP-TV, the local press, including the minority press, and more.
 - 5.7.6 See Appendix L for sample radio announcements.

- 5.7.7 Social Media Posts, Newsletter Announcements, and Website Announcements
 - 5.7.7.1 The SP reviews the suggested text in Appendix B and Appendix C, makes any desired changes, and then approves the text for use this year. If desired, the SP can designate a committee or designee to rewrite this text.
 - 5.7.7.2 The SP asks staff to post the suggested text on the city’s social media platforms, newsletters, etc. and requests that the text be posted weekly until the application due date.
 - 5.7.7.3 The SP asks staff to post the suggested text on the PC and SP websites and remove it after the application due date.
- 5.7.8 Letter to the Mayor and City Council Members
 - 5.7.8.1 The SP reviews the sample email message in Appendix D, makes any desired changes, and then approves the text for use in the current year.
 - 5.7.8.2 The SP asks staff to send the email to the mayor and City Council members.
- 5.7.9 Personal Contacts
 - 5.7.9.1 SP members post information on their own social media accounts and ask their friends and associates to do the same.
 - 5.7.9.2 SP members reach out to individuals they think should apply to be on the PC.
 - 5.7.9.3 SP members reach out to Neighborhood Councils.
 - 5.7.9.4 SP members reach out to individuals and organizations that could spread the word to Oakland residents, especially Oakland residents from communities that are heavily impacted by police violence and other police misconduct (such as Black people, Native American people, Latino people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing or who have lived without housing in the past, young people, and immigrants).
 - 5.7.9.5 SP members reach out to organizations whose members have skills or expertise doing the types of work that Police Commissioners do, such as reviewing and rewriting policies, overseeing organizations, community engagement, labor relations, or personnel administration.

- 5.7.10 The recommended procedure for contacting organizations and individuals includes the following steps:
- 5.7.10.1 If possible, find a contact name as well as a phone number and email address.
- 5.7.10.2 Send an email (see Appendix E for a sample email) describing the PC, the application process, and the deadline, and asking the following:
- Are you interested in applying?
 - Can you think of someone you know who would be perfect for this?
 - Can you help us spread the word?
 - Would you please post something on your social media accounts and ask your friends to do the same? (Include sample text in the email message.)
 - Does your organization have a newsletter or website or email list or social media accounts that you could put an announcement/email/post in? (Include sample text in an attachment.)
 - Does your organization have a meeting where someone could make an announcement?
- 5.7.10.3 Follow up with a phone call.
- 5.7.11 Contacting Commissioners Whose Terms Are Expiring
- 5.7.11.1 Staff determines which commissioners have terms that are expiring in October of the current year.
- 5.7.11.2 Staff notifies them that their terms are expiring.
- 5.7.11.3 Staff includes commissioners who were appointed by the mayor as well as those appointed by the SP.
- 5.7.11.4 If the commissioners are eligible to be re-appointed (if they have served only one term), staff invites them to apply and includes the application form for sitting commissioners. Staff asks the incumbents to inform the SP by a certain date whether or not they intend to reapply.
- 5.7.11.5 Staff notifies Alternate Commissioners that they are eligible to apply to be Regular Commissioners. Staff includes the application form for sitting commissioners. Staff asks the Alternate Commissioners to inform the SP by a certain date whether or not they intend to reapply.
- 5.7.12 Assistance from the Public
- 5.7.12.1 The SP chair or designee makes an announcement at every SP meeting encouraging members of the public to help spread the word.
- 5.7.12.2 Staff adds this announcement to the agenda for every SP meeting.

5.7.12.3 Staff makes sample text available to the public electronically. (See Appendix B and Appendix C for sample text.)

5.7.12.4 The SP designates someone to make announcements at PC meetings. (See Appendix F for sample wording.)

5.8 Reviewing This Procedure Every Year

5.8.1 The SP should review and revise this procedure as early as possible each year, preferably in February or March, so applicants have adequate time to notify references and prepare for interviews.

5.8.2 If a process improvement ad hoc committee was appointed the previous year, they present their recommended changes and the SP votes on them.

5.8.3 If there was no process improvement ad hoc committee or designee, or if the committee or designee makes no recommendations, the SP decides whether to review and revise the procedure as a full panel or use the current procedure.

5.8.4 This can also be done after the current selection cycle is complete, sometime after July, for use in the following year.

5.8.5 Improvements from year to year are encouraged. Changing the procedure at the last minute is discouraged.

5.8.6 Any or all of the following documents can be revised:

- this document
- the interview questions for new applicants
- the interview questions for incumbents
- the Application Evaluation Tool
- the application for new applicants
- the application for incumbents

5.8.7 This document is revised as necessary.

5.8.8 Staff includes the new version in the agenda packets for future meetings.

5.8.9 Staff posts the current version of this document on the SP website.

5.9 Training

5.9.1 Training in ethics, equity, and City Code section 604 is mandatory and will be arranged by staff.

5.9.2 In addition, it may be desirable to consult the City of Oakland's Human Resources Department or hire a human resources professional to provide training in recruiting applicants, writing interview questions, interviewing candidates, and evaluating candidates. If possible, this should happen before the interview questions are finalized.

- 5.10 Acknowledging Applications
- 5.10.1 Throughout the year, staff sends a letter to everyone who applies to be on the PC. (See Appendix G for a sample.)
- 5.10.2 Before adjourning for the year, the SP writes and approves the letter for the following year.
- 5.11 Updating Interview Questions
- 5.11.1 If desired, the SP can review and revise the interview questions in the Applicant Evaluation Tool.
- 5.11.2 Staff includes the current Applicant Evaluation Tool in every agenda packet.
- 5.12 Reviewing Applications and Selecting Applicants to Interview
- 5.12.1 The SP schedules a meeting for approximately one week after the application due date, unless staff asks for a different timeline.
- 5.12.2 Staff makes sure the agenda packet for that meeting includes the following:
- All the applications received by the due date.
 - A table showing the names and demographic information of all the applicants. (See previous years for examples.)
 - The Application Evaluation Tool.
- 5.12.3 At that meeting, the SP makes a tentative decision about how many applicants to interview and agrees on a method for choosing those applicants. For example, if there are 100 applicants, the SP may decide that every SP member can vote for 20 applicants, then staff will tally the votes, and the SP as a whole will consider interviewing the 30 applicants who got the most votes.
- 5.12.4 Also at that meeting, the SP determines a deadline for SP members to finish reviewing all the applications and send their votes to staff.
- 5.12.5 The SP schedules a meeting for approximately one week after the deadline, unless staff asks for a different timeline.
- 5.12.6 Every SP member reads every application.
- 5.12.7 SP members consider several things, including the following:
- the applicant's level of dedication to police accountability work
 - the applicant's knowledge of the PC
 - the applicant's relevant lived experiences interacting with the police or witnessing police interactions with other members of the community

- the applicant's skills and expertise doing the types of work that Police Commissioners do, such as policy review and drafting experience, overseeing an organization, community engagement, labor relations, or personnel administration.
- the applicant's ability to present clear and objective views, based on facts
- the applicant's ability to work constructively with others
- the applicant's established connections with the community
- the current makeup of the PC
- which applicants can provide diversity and representation

Important: Issues of diversity and representation should be considered even in these early steps. We can't choose diversity and representation at the end of the process if we eliminate it at the beginning of the process.

Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more likely to have resumes. This may make a good impression, but it does not mean they would be better commissioners.

5.12.8 Each SP member sends their votes to staff by the due date.

5.12.9 Staff tallies the votes and includes the results in the agenda packet for the next meeting, including how many votes each applicant got and which SP members voted for which applicants, and listing the applicants in order of how many votes they got.

Important: Staff must make it clear in the agenda packet that these votes do not indicate the SP's final decisions about who to interview.

5.12.10 At the meeting, the SP discusses the votes and the candidates.

5.12.10.1 First, identify a preliminary group to consider. Depending on the votes, the SP may decide to consider a different number of applicants than originally planned. (For example, if the SP has decided to interview the top 30 vote-getters but there is a three-way tie for number 29, the SP may choose to interview the top 28 vote-getters or the top 31 vote-getters.)

5.12.10.2 If a member of the SP thinks there is an applicant who should be interviewed even though they didn't make it into this preliminary group, the panel member can explain why. Some possible reasons might be: (1) the applicant has an important quality that may have been overlooked by other panel members; (2) the applicant could bring more diversity to the commission; or (3) the applicant could increase the representation of impacted communities on the commission. For

example, if the PC currently consists of attorneys and CEOs, the SP might be interested in appointing a working-class person if a qualified working-class person applies. If there is a working-class applicant with a really great application who makes it into the top 40 vote-getters but not the top 30, the SP may choose to interview that applicant in addition to the top 30.

5.12.10.3 The SP discusses the pros and cons of interviewing any applicant who didn't make the cutoff but is being advocated for by an SP member.

5.12.10.4 The SP votes on whether to interview any applicants who did not make the cutoff.

Important: Issues of diversity and representation should be considered even in these early steps. We can't choose diversity and representation at the end of the process if we eliminate it at the beginning of the process.

Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more likely to have resumes.

5.13 Interviewing Candidates

5.13.1 The SP decides whether to ask candidates to make 5-minute statements before holding full interviews.

5.13.2 Staff contacts the candidates and schedules 5-minute statements and/or 30-minute interviews.

5.13.3 When contacting a candidate to schedule an interview or 5-minute statement, staff informs the candidate of the following (in writing):

- The SP appreciates their willingness to apply for this very difficult and demanding work.
- The number of people who will be interviewing them.
- The interview will be broadcast live and recorded and stored for public access.
- The SP may discuss their strengths and weaknesses in public.

5.13.4 Staff sends a statement about evaluation criteria to the candidates, along with a copy of the Applicant Evaluation Tool. See Appendix H for a sample.

5.13.5 When sending letters to applicants who are not being interviewed, make sure the letters include information about next steps they can take to get involved in the work of the PC and/or who they can contact for questions.

- 5.13.6 At every meeting that includes an interview or a 5-minute statement from a candidate:
- Explain the selection process to the public.
 - Inform the public that the interview questions and priorities are listed in the Applicant Evaluation Tool (which is in the agenda packet) although follow-up questions are also allowed.
 - Inform the public that evaluation criteria are listed in this document (which is in the agenda packet) and have been sent to all the applicants who are being interviewed.
 - If incumbents are being interviewed, remind the public that the incumbent's interview is only part of what the SP considers. The SP also considers the incumbent's demonstrated performance as a commissioner. Refer the public to the video recordings and agenda packets from the last 3 years of PC meetings.
 - Express appreciation to the candidates for applying and undergoing public interviews.
- 5.13.7 For full interviews:
- Typically, the members of the SP take turns asking candidates questions from the Applicant Evaluation Tool. Follow-up questions are also allowed.
 - Consider including 3-5 minutes at the beginning or end of each interview for the candidate to make a presentation (especially if they did not make 5-minute presentations earlier).
- 5.13.8 After the initial interviews or 5-minute statements, the SP decides who to invite to the next round of interviews.
- Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more experienced and comfortable with the kind of interviews the SP is conducting.*
- 5.13.9 Discussing candidates is allowed but not required. When doing so, be mindful of the candidates' feelings and their public reputations. SP meetings are recorded, and the recordings will be available online for years to come, easily accessible by family members and potential employers. Never insult candidates publicly, and avoid criticizing them publicly unless it is absolutely necessary in order to explain specific concerns to the other SP members. Do not speculate on unknown facts, such as an applicant's country of origin or what a formerly incarcerated person's alleged crime was.
- 5.13.10 At least 6 finalists should be interviewed, so there are enough vetted finalists to form a Reserve Pool. If two commissioners need to be selected, at least 7 finalists should be interviewed.

- 5.13.11 Every finalist should be interviewed at least twice, for at least 30 minutes each time, before a final decision is made.
 - 5.13.12 After each round of interviews, SP members are given another chance to discuss the candidates and share information, observations, and opinions. Be mindful of the finalists' feelings and public reputations.
 - 5.13.13 Letters to candidates who were not selected should express appreciation for applying for a volunteer position and undergoing public interviews. They should also include information about how they can get involved in the work of the PC and/or who they can contact for questions.
 - 5.13.14 Letters to candidates who were selected for the Reserve Pool should also express appreciation for applying and undergoing public interviews, and they should also include information about how they can get involved in the work of the PC and/or who they can contact for questions.
 - 5.13.15 Additional interviews or other measures can be added to the process if desired by a majority of the SP.
- 5.14 Checking References
- 5.14.1 Before the final interviews, SP members call each finalist's three references and ask a set of agreed-upon questions. (See Appendix J for a sample list of questions.)
 - 5.14.2 SP members report on what the candidates' references said at an SP meeting. Be mindful of the candidates' feelings and public reputations.
- 5.15 Selecting Commissioners
- 5.15.1 The final selections should be made by mid-August, so there is enough time for staff to do background checks before the names of the nominees are submitted to the City Council for approval. The nominees must be confirmed by the City Council before the terms of the outgoing commissioners expire on October 15.
 - 5.15.2 If desired, the SP discusses the finalists. Be mindful of the finalists' feelings and public reputations.
 - 5.15.3 If desired, the SP takes a vote to see which finalists get the most votes.
 - 5.15.4 Someone makes a motion to select one of the finalists, and the SP members vote yes or no on selecting that individual. An individual must get 2/3 of the vote to be selected. (If the SP consists of 9 members, the selected finalist must get at least 6 votes.)
- 5.16 Creating a Reserve Pool
- 5.16.1 The SP can create a Reserve Pool, if desired, made up of applicants who were not selected in the current year.
 - 5.16.2 The purpose of a Reserve Pool is to make it easier to fill an unexpected vacancy in the coming year. If a commissioner who was selected by the SP resigns or is

removed before their term has expired, the SP must fill the vacancy. If a Reserve Pool exists, the SP can select a member of the Reserve Pool to fill the vacancy.

- 5.16.3 A Reserve Pool is typically created at the end of a selection cycle.
 - 5.16.4 The criteria for inclusion in the Reserve Pool are decided each year by the SP. The members of the Reserve Pool may be some of the finalists who were not selected in the current year.
 - 5.16.5 The Reserve Pool must consist of at least 3 people.
 - 5.16.6 People who are selected for the Reserve Pool must be asked if they want to be in the Reserve Pool and if they are willing to inform the SP if they become unavailable to serve on the commission.
 - 5.16.7 Important: Members of the Reserve Pool must be informed that (a) being in the Reserve Pool does not guarantee that they will be appointed in the event of a vacancy on the PC, (b) being in the Reserve Pool does not guarantee that they will be appointed in the following year, (c) membership in the Reserve Pool expires on August 1 of the following year, and (d) if they want to be considered during the next year's selection cycle, they must submit a new application. (For example: If a Reserve Pool is created in July 2022, it will not expire until August 1, 2023, but anyone who wants to be considered in the regular selection cycle in 2023 must submit a new application by the application deadline in spring or summer of 2023.)
 - 5.16.8 It is the responsibility of the chair of the SP to communicate the above points to the members of the Reserve Pool or to delegate the task to a designee (preferably a member of the SP). It is the responsibility of staff to confirm that this information has been communicated to the members of the Reserve Pool. See Appendix K for a sample letter.
- 5.17 Background Checks and Submission to City Council
- 5.17.1 Staff performs background checks for the selected individual(s) and submits their name(s) to the City Council in time for the City Council to confirm their appointments before the terms of the outgoing commissioners expire on October 15.

6. POST-SELECTION TASKS

- 6.1 After the selections are made, certain tasks should be done before the SP adjourns for the year.
- 6.2 Letter to Future Applicants
 - 6.2.1 Write and approve a letter to send to people who apply in the next year. (See Appendix G for a sample letter.) Request that staff send the letter to anyone who applies.

6.3 Next Year's Schedule

- 6.3.1 Choose an application deadline for the following year, which can be used in outreach material for the next 11 months.
- 6.3.2 Ask staff to update the application information on the PC and SP websites, including the application deadline.
- 6.3.3 Choose a date for the next SP meeting (typically in February or March).

6.4 Revising the Application

- 6.4.1 The SP may choose to revise the application for the following year. This should be done as soon as possible, so that people who apply during the year can use the new version. This work can be delegated to an ad hoc committee or an individual SP member.

6.5 Revising the Procedure

- 6.5.1 Create a process improvement ad hoc committee to review the process in October, November, and/or January and create a list of recommended changes for presentation to the full SP at the beginning of the following year's selection cycle (in February or March). Alternatively, the full SP could meet in October, November, and/or January to review and revise the process.

6.6 Updating the SP Website

- 6.6.1 The SP reviews the SP website and decides on any changes.
- 6.6.2 Staff implements the changes.
- 6.6.3 Staff removes the information about this year's applications from the PC and SP websites, replacing it with information for next year's application process (including the deadline for the next year).

7. FILLING VACANCIES

- 7.1 If a commissioner who was selected by the SP resigns or is removed before their term has expired, the SP must fill the vacancy.
- 7.2 The SP may choose to select someone from the Reserve Pool (if one exists). Members of the Reserve Pool can be interviewed again, or the SP can vote on who to select without interviewing them again.
- 7.3 Alternatively, the SP may choose to hold a special recruitment and selection cycle, although that is very time consuming. The SP could also choose to fill the vacancy during that year's regular selection cycle, particularly if the vacancy occurs in the spring or summer and the regular selection cycle is already underway.
- 7.4 If the SP chooses to interview members of the Reserve Pool again, the chair of the SP (or a designee) explains the process to the public, explaining that the selection is based on information obtained previously, from candidates' applications, interviews, and references.

8. DOCUMENT APPROVAL

- 8.1 This document was approved by a majority of the SP on February 28, 2023. It became effective immediately.

9. REVISIONS AND EXCEPTIONS

- 9.1 This document can be changed at any time. Changes must be approved by a majority of the SP.
- 9.2 Improvements from year to year are encouraged. Changing the procedure at the last minute is discouraged.
- 9.3 Exceptions to this procedure must be documented and approved by a majority of the SP.

10. APPENDICES

- 10.1 The sample text in the appendices can be used or modified if desired. Using this wording is not required.

APPENDIX A

SAMPLE PRESS RELEASE

May 20, 2022

Oakland Residents Encouraged to Apply for Police Commission

Applications Due June 30, 2022

Oakland, CA – Mayor Libby Schaaf and the Selection Panel for the Police Commission today announced the opening of the application process to serve on the Oakland Police Commission.

“Oakland’s volunteer Police Commission is currently the most powerful and independent Police Commission in the country,” **Oakland Mayor Libby Schaaf** said. “When the actions of a member of the Oakland Police Department are called into question, the public must have total confidence that allegations of misconduct are taken seriously, investigations are thorough, transparent, and fair, and offenders are held accountable when appropriate. The City remains committed to ongoing and nationally recognized strides the Oakland Police Department has been making.”

Establishing and maintaining public trust and confidence in the Oakland Police Department (OPD) is essential for the department to provide the highest level of service to the community.

Selection Panel Chairperson **Jim Chanin**: “We are seeking dedicated community members that will hold the Oakland Police Department to the highest standards and speak up for the community at-large. If you can be fair to all parties, and are passionate about police accountability issues and justice, we want to hear from you.”

The Selection Panel will seek to make appointments that reflect Oaklanders’ diversity of experiences, especially individuals from communities experiencing the most frequent contact with the police. Strong commitment to police accountability and public service will be prioritized. Duties include overseeing the Community Police Review Agency, which conducts investigations into allegations of officer misconduct; overseeing the Office of the Inspector General, which will conduct independent audits of OPD; proposing changes to, approving, or rejecting current or proposed OPD policies; and removing the Chief of Police for cause, as well as other duties.

Commissioners must meet two criteria:

- a. be a resident of the City of Oakland; and
- b. be over 18 years of age by the date of the first Commission meeting.

The Selection Panel strongly encourages formerly incarcerated individuals to apply.

Individuals meeting the following criteria are not eligible to serve on the Police Commission: current sworn police officers; current City employees; former OPD sworn employees; current or former employees, officials, or representatives of an employee association representing sworn police officers; attorneys with pending claim or lawsuit against OPD; and attorneys who have filed a claim or lawsuit against OPD that was resolved during the past year.

Applications are available at www.oaklandca.gov/policecommission and will be accepted until June 30, 2022, when the Selection Panel will begin to interview candidates. Appointments will be made no later than October 16, 2022. Interested applicants are encouraged to apply as soon as possible.

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APPENDIX B
SAMPLE SOCIAL MEDIA POST

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

www.oaklandca.gov/policecommission

APPENDIX C

SAMPLE ANNOUNCEMENTS FOR NEWSLETTERS OR WEBSITES

SHORT ANNOUNCEMENT

Do you want to help oversee the Oakland Police Department?

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities. Applications are due by [date].

www.oaklandca.gov/policecommission

LONG ANNOUNCEMENT

Do you want to help oversee the Oakland Police Department?

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities.

The panel that selects most of the commissioners is looking for diversity and encouraging people from heavily policed communities to apply. Commissioners must be over 18 and live in Oakland. They cannot be police officers or City employees. A high school diploma is not required, and formerly incarcerated people are encouraged to apply.

This year applications are due by [date].

To apply, go to www.oaklandca.gov/policecommission, where you can also find more information about the Police Commission. You can watch videos of past meetings, find out about upcoming meetings, and learn about City Code section 604, which describes the powers and responsibilities of the Police Commission.

If you have any questions please call [phone number] between [10:00 am and 8:00 pm, any day of the week].

APPENDIX D**SAMPLE EMAIL FOR MAYOR AND CITY COUNCIL MEMBERS**

Note: If using this sample email, be sure to attach a document with the sample wording for announcements (see Appendix C). Or delete the sentence that says, "There are longer posts in the attached document, for newsletters or web pages." Also be sure to add the actual information (mayor's name or council member's name at the top, contact's phone number at the bottom, etc.).

Subject: Time to apply for the Police Commission

Dear council members and staff / Dear Mayor[name]:

It's time for interested community members to apply to be on the Police Commission! The deadline for applications is [date]. Will you help us spread the word?

If you have a newsletter, web page, or social media account, please consider posting something. Here is some sample language:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

www.oaklandca.gov/policecommission

There are longer posts in the attached document, for newsletters or web pages.

If you have any questions, please call Selection Panel Member [name] at [phone number] (between 10:00 am and 8:00 pm) or email her at [email address].

Thank you!

APPENDIX E

SAMPLE OUTREACH EMAIL TO ORGANIZATIONS

Note: This sample email contains references to documents that can be attached to the email. Either attach the documents or delete the sentence that refers to them. An example of the first referenced document can be found in Appendix C, and an example of the second referenced document can be found in Appendix M.

Dear [name of organization or contact],

It's time for people to apply to be on the Oakland Police Commission! Are you interested in being on the commission? Can you think of someone you know who would be a good commissioner? Will you help us spread the word?

If you have a newsletter, website, or social media account, please consider posting something. Here is some sample wording:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

www.oaklandca.gov/policecommission

Sample wording for longer announcements is attached, and so is a sample letter that you could send to your members if you wish.

The Police Commission rewrote OPD's policy on use of force. It has the authority to discipline officers and fire the chief of police for cause. When the mayor hires a new chief of police, the mayor must choose from a list provided by the commission.

Commissioners must be over 18 and must live in Oakland. They cannot be police officers or City employees. Being a commissioner takes significant time, but it is a chance to really change policing in Oakland. A high school diploma is not required, and formerly incarcerated people are encouraged to apply.

If you would like someone to give a 5-minute presentation at a meeting, or if you have any questions, please call [number] between [10:00 am and 8:00 pm, any day of the week].

Thanks in advance for anything you can do to get the word out!

APPENDIX F**SAMPLE WORDING FOR ANNOUNCEMENTS AT OTHER MEETINGS**

Note: This wording can be used when making announcements at Police Commission meetings or meetings of other organizations.

Hello, my name is ----- and I want to remind everyone that you can apply to be on the Police Commission. Get a pen, because I'm about to give you a website address. Applications are accepted all year, and every summer the Selection Panel chooses a replacement for a commissioner whose term is expiring. The deadline to be considered this year is [date].

If you are interested, or you know someone who might be interested, go to www.oaklandca.gov/policecommission. Or Google "Oakland Police Commission".

You must be an Oakland resident and at least 18 years old to apply, and you cannot be a police officer or a City employee. You do not need a high school diploma, and formerly incarcerated residents are encouraged to apply. That website again is www.oaklandca.gov/policecommission, and this year's deadline is [date].

APPENDIX G

SAMPLE LETTER TO APPLICANTS

Dear applicant,

Thank you for applying to be on the Oakland Police Commission. This important work depends on people who are willing to volunteer their time and expertise.

Please take some time to learn about the Police Commission so you will be prepared if you are selected for an interview.

Recommended activities:

- Attend at least 3 meetings of the Oakland Police Commission.
 - Meetings are usually held at [5:30 or 6:30 pm] on [the second and fourth Thursdays of the month]. To find out when the next meeting is, go to the Police Commission website (www.oaklandca.gov/policecommission).
 - During the COVID pandemic, meetings are being held virtually by Zoom. To find the link for the next meeting, go to the Police Commission website (www.oaklandca.gov/policecommission) and find the agenda for the next meeting. A link for the meeting should be in the first two pages of the agenda.
 - If you cannot attend 3 meetings before your interview date, watch the video recordings of at least 3 past meetings. The videos are available on the Police Commission website (www.oaklandca.gov/policecommission).
- Read the agenda packets for at least 3 meetings.
 - They can be found on the Police Commission website (www.oaklandca.gov/policecommission).
- Read City Code section 604.
 - Section 604 describes the Police Commission's powers and responsibilities.
 - A link to the text of section 604 can be found near the bottom of the Police Commission website (www.oaklandca.gov/policecommission).
- Look around on the Police Commission website (www.oaklandca.gov/policecommission).

Thank you again for applying. If you have any questions, please contact [the designated SP member] at [contact information].

APPENDIX H

SAMPLE STATEMENT TO INTERVIEWEES

This sample statement can be used or modified to satisfy the instructions in Steps 5.13.3 and 5.13.4.

Dear applicant,

The Selection Panel for the Police Commission would like to interview you, and [name] will be contacting you to schedule a time.

You will be interviewed by a panel of 9 people. The interview will be part of a public Zoom meeting, and it will be recorded and posted on the Police Commission website. The Selection Panel may discuss your strengths and weaknesses at the meeting. Members of the public may express their opinions about the candidates.

We deeply appreciate your participation in this demanding process.

During the interview you may be asked some of the questions in the Applicant Evaluation Tool, [which is attached]. The Selection Panel considers several things when evaluating applicants, including the following:

- level of dedication to police accountability work
- knowledge of the Police Commission
- lived experiences interacting with the police or witnessing police interactions with other members of the community
- skills and expertise doing the types of work that Police Commissioners do
- ability to present clear and objective views, based on facts
- ability to work constructively with others
- established connections with the community
- who can add to the diversity of the Police Commission
- who represents a community that is heavily impacted by police violence and other police misconduct (such as Black people, Native American people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people **who are living** without housing, young people, and immigrants)

Sincere thanks for your commitment to making the Police Commission the best it can be. If you have any questions, please contact [SP member] at [contact information].

APPENDIX J

QUESTIONS TO ASK REFERENCES

If desired, these questions can be asked when interviewing a candidate's references. It might be best to start with general questions, to see what they say before we say something that indicates what we are looking for.

1. How do you know this person?
2. How long have you known this person?
3. What can you tell me about them?
4. What is their greatest strength?
5. In what areas could they improve?
6. Have they ever worked on a board, commission, or other body of people? (That you know of.) How did they handle that experience? (Do you know?)
7. Do you know if they have been involved in the Oakland community and public service? Do you know how long? Can you describe their activities?
8. Do you think they have the capacity to be fair and unbiased? In your experience, how has that been demonstrated? OR: Can you give me an example?
9. How would you describe their listening skills and ability to engage with others? In your experience, how has that been demonstrated? OR: Can you give me an example?
10. Would you say they are receptive to other points of view? In your experience, how has that been demonstrated? OR: Can you give me an example?
11. Have you ever seen them change their mind? Please describe.
12. How do they resolve interpersonal conflicts? In your experience, how has that been demonstrated? OR: Can you give me an example?
13. How do they respond to criticism? In your experience, how has that been demonstrated? OR: Can you give me an example?
14. Can they cooperate with people they disagree with? In your experience, how has that been demonstrated? OR: Can you give me an example?

15. How would you describe their communication skills—both verbal and written?
16. Do you know if they have been involved in public safety issues in the past? Do you know how long? Can you describe their activities?
17. Do you think they would be a good police commissioner—are you familiar with the roles and responsibilities of an Oakland Police Commissioner? [Describe, if necessary.] Do you think they would do a good job in that role? Why do you think so?
18. Being a police commissioner takes a lot of time. Between commission meetings, studying meeting materials, and committee work, it is estimated that a police commissioner needs to spend 20 hours a week on Police Commission business. Do you think this person has the time and energy to do the work required of an Oakland Police Commissioner?
19. What is this person's interaction style?
20. Have you seen this person work with people they disagree with? How do they handle the situation?
21. Have you seen this person help someone else achieve their goals?
22. What would make this person a good Police Commissioner? (First tell them a little about what is involved in being on the Police Commission.)
23. Is there anything you would like to add?

APPENDIX K**SAMPLE LETTER TO MEMBERS OF THE RESERVE POOL**

Dear finalist,

The Selection Panel would like to invite you to be in the Reserve Pool for the Police Commission. If a Police Commissioner resigns or is removed in the next year, the Selection Panel may choose to select the commissioner's replacement from the Reserve Pool.

Please note:

- Being in the Reserve Pool does not guarantee that you will be appointed to fill the next vacancy on the Police Commission.
- If you want to be considered again next year, you must submit a new application.
- Membership in the Reserve Pool expires on August 1 of [2023].

If you are interested in being in the Reserve Pool, and are willing to inform the Selection Panel if you become unavailable to serve on the Police Commission, please inform [staff member] by [date].

Thank you.

APPENDIX L

SAMPLE RADIO ANNOUNCEMENTS

SHORT ANNOUNCEMENT

Do you want to help oversee the Oakland Police Department?

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities. Applications are due by [date].

Google “Oakland police commission” or go to www.oaklandca.gov/policecommission

LONG ANNOUNCEMENT

Do you want to help oversee the Oakland Police Department?

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities.

The panel that selects most of the commissioners is looking for diversity and is encouraging people from impacted communities to apply. You must be over 18 and live in Oakland, and you cannot be a police officer or a City employee. Formerly incarcerated individuals are encouraged to apply. A high school diploma is not required.

Applications are due by [date]. To apply, Google “Oakland police commission” or go to www.oaklandca.gov/policecommission. At the Police Commission website you can also find more information about the Police Commission and Oakland City Code section 604, which describes the powers and responsibilities of the Police Commission. You can watch videos of past meetings and find out about upcoming meetings. If you have any questions, please call [phone number], [any day of the week].

APPENDIX M

SAMPLE LETTER FOR OTHER ORGANIZATIONS TO SEND TO THEIR MEMBERS

Note: This document is intended to be an attachment to an email we would send to an organization. It is a sample of what the organization could send to their members.

Dear members,

You can change Oakland policing.

The Oakland Police Commission is looking for new members. Are you interested? Do you know someone who would be interested? Please help us spread the word. Applications are due [date and year].

The Police Commission was created by Oakland voters in 2016, and it is taking major steps to reform the Oakland Police Department.

The work is hard, and it is unpaid at this time. It takes significant time in meetings, meeting prep, and committee work. It requires working with people you disagree with. You could face opposition and criticism from many quarters. But you can help bring fair and just policing to Oakland communities.

The panel that selects the majority of the commissioners is looking for diversity and encouraging people from impacted communities to apply. You must be over 18 and live in Oakland. You cannot be a police officer or a City employee. You do not need a high school diploma, and formerly incarcerated people are encouraged to apply.

To apply, go to www.oaklandnet.gov/policecommission, where you can also find more information about the Police Commission. You can watch videos of past meetings, find out about upcoming meetings, and learn about City Code section 604, which describes the powers and responsibilities of the Police Commission. If you have any questions, please call [phone number] between [10:00 am and 8:00 pm, any day of the week].

Please spread the word on social media. You can use the wording below if you like:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

www.oaklandca.gov/policecommission

Thank you for supporting police accountability in Oakland!

APPENDIX N

SAMPLE RECRUITMENT FLYER

Who can hold Oakland police accountable?

Who can change OPD policies? Who can discipline police officers who don't follow the rules?

The Oakland Police Commission can. The Police Commission has been rewriting OPD policies, such as the policy on use of force. What happens if officers don't follow the policy? The commission can discipline them.

The Police Commission was created by Oakland voters in 2016. Commissioners are community members, not police officers or politicians.

We need you.

We need committed people to apply to be on the Police Commission. You must be over 18 and live in Oakland, and you can't be a police officer or City employee. You do not need to have a high school diploma or work history. Formerly incarcerated individuals are encouraged to apply.

It is not an easy job. Are you ready to spend time on meetings, meeting preparation, and committee work? Are you ready to face resistance from City Hall and criticism from the community?

Can you work with people you disagree with? Can you disagree without being disrespectful? Are you ready to be part of public meetings that are recorded and shown on KTOP (the City's cable station)? Are you willing to learn more?

You can do this.

To apply, go to www.oaklandca.gov/policecommission. If you don't have access to the Internet, or if you have any questions, call [phone number] [between 10:00 am and 8:00 pm, any day]. Applications are due [date].

When you submit an application, it becomes a public record and can be viewed by anyone, although personal contact information is removed.

Learn more.

For more information, visit www.oaklandca.gov/policecommission. You can watch videos of past meetings, find out about upcoming meetings, read Oakland City Code, section 604 (the law that defines the Police Commission's powers and duties), and more.

Questions? Please call [number] [between 10:00 am and 8:00 pm any day of the week].

Revised 6/13/2020



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Draft Meeting Minutes (Continued)

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

1. Roll Call and Determination of Quorum

Present: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7)

2. Public Comment

Comments on all items will be taken at this time. Comments for items not on the agenda will be taken during Open Forum.

- Assata Olugbala

ACTION ITEMS

3. Selection Panel Deliberations of Police Commission Applicants

The Selection Panel will deliberate and take the following possible actions about the selection process for Police Commission members: amending the evaluation structure and selection criteria; reporting on reference checks; conducting second round of candidate interviews, amending the future meeting schedule; selecting the final Commissioner and Alternate Commissioner candidates to be submitted to City Council for confirmation and appointment to the Police Commission; and determining which candidates to place in the Reserve Pool.

- [Staff Report – Police Commissioner Deliberations, and Nomination Process](#)
- [Revised Applicant Evaluation Tool](#)
- [Applicant Interview Schedule \(2nd round\)](#)

Panelist provided reports on the candidate reference checks. Chair Chanin provided an update on Jesse Hsieh's references. Chair Chanin indicated that all the references for Mr. Hsieh were positive.

Panelist Thomasson reported out on Ms. Jackson-Castain's reference check. Panelist Thomasson indicated that her reference checks were excellent. He reported that he did not have a phone number for a second person. Panelist Thomasson reported that Jackson-Castain is an excellent candidate.

Panelist Don Link reported out on Dr. Stacy Thompson's reference checks. He spoke with two of her references. Panelist Link gave an update on Dr. Thompson's background, indicating that she is a strong leader and has served on several boards. He reported that the references reported that Dr. Thompson is fair and dedicated to Oakland and its community.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Draft Meeting Minutes (Continued)

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

The chair requested a report on which questions will be asked of interview candidates. Ms. Goodall, Ms. Cobb and Ms. Herron were on a committee to review the evaluation tool. They reviewed the optional and follow-up questions from the past. Panelist Goodall and Cobb spent time looking at the optional and follow-up questions from last year and ten (10) questions were email to the Panel. The standard tool used in the past was not relevant to the incumbents.

Each candidate was interviewed for 20 minutes. The Panel began the interviews with Police Commissioner Jessie Hsieh. Ms. Goodall started the interview process on behalf of the Panel. Mr. Hsieh responded to numerous questions. Ms. Cobb asked additional questions.

Panelist Herron started the interview process with asking Ms. Angela Jackson-Castain a range of questions. Ms. Angela Jackson-Castain was recently sworn-in as a member of the Police Commission. Chair Chanin also asked Ms. Jackson-Castain a variety of questions about her work background.

Panelist Cobb proceeded with interviewing Dr. Stacey Thompson. Dr. Thompson responded in detail about her professional role and background in the Oakland community that qualifies her to serve on the Police Commission. Panelist Thomasson followed-up with additional questions. Chair Chanin followed up with additional questions.

The chair requested a reference for Ms. O'Neal. Ms. Rivera checked references for Ms. O'Neal. Chair Chanin requested a background from Ms. O'Neal on her reference and she provided information on how she knew them from her previous work. The Chair requested a volunteer Panelist to start the interviews and Mr. Budenhagen began interviewing Ms. O'Neal. Panelist Herron, Link, Chanin, Goodall and Cobb followed up with additional questions.

Panelist Rivera provided Ms. O'Neal's references. Panelist Rivera gave an update on Ms. Rivera's references and based on her previous experience would make a good Police Commissioner.

Panelist Cobb provided an update on Ms. Grimsley's references and that she had a deep passion for community which was a similar theme with all references. In summary, Ms. Grimsley had stellar references.

Ms. Grimsley began her interview with questions from Panelist Thomasson. Ms. Grimsley provided an overview of her experience and background. Ms. Rivera had follow-up questions. Panelist Goodall had a follow-up question for Ms. Goodall.

Public Comment:

- Elise Bernstein
- Rachel O'Neal

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Draft Meeting Minutes (Continued)

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

The Panel decided that each panelist would receive one vote per candidate:

Panelist Cobb made a motion to nominate for the regular position Jessie Hsieh on the Oakland Police Commission with a second by Panelist Link. The vote passed 8 – 0 with one abstention (Panelist Rivera)

Panelist Link made a motion to appoint Angela Jackson-Castain be appointed as an alternate and seconded by Bill Thomasson. The motion passed unanimously 9 – 0.

Panelist Rivera made a motion to invite Ms. Grimsley, Dr. Thompson and Ms. O’Neal to serve on the reserve pool and seconded by Panelist Cobb. The motion passed unanimously 9 – 0.

4. Approval of Selection Panel Meeting Minutes

- [April 26, 2022 Meeting](#)

Panelist Goodall made a correction on the second page the 5th paragraph, 1 abstention is Goodall not Link. After 5th paragraph, change Ms. Cobb to yes a vote and Ms. Goodall changed to abstain.

Ms. Bosserman corrections, page 2, paragraph 4, Don Link voted no and changed his vote to yes and so did Panelist Chanin. There were 5 ayes and 2 no’s, change to 3 no’s. Gay Cobb was also a no vote. Langston was absent.

Gay Cobb made a small correction. Correct the spelling of Gene Hazzard where it’s first mentioned, it is correct in the second spelling.

Panelist Herron motioned to approve the minutes with corrections with a second by Don Link. The motion passed with 8-0 (Langston abstained).

- [May 31, 2022 Meeting](#)

Panelist Goodall mentioned clarification needed on table 8. The chart with Commissions and appointing authorities. The correction was to change Marsha Peterson from a Panel appointment to a mayoral appointment.

Correct the spelling of Cathy Leonard’s name.

Panelist Rivera motioned to approve the minutes with a second by Panelist Goodall.

The motion passed with a vote of 9-0

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Draft Meeting Minutes (Continued)

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

- [June 22, 2022 Meeting](#)

Panelist Cobb in a couple of places on the first page. There's no one list as public speakers. Staff change to none.

Correct Item #8 discussion regarding public comment and open forum. Panelist made a Cobb correction, Panel member Cobb suggested "adopting city council practice of receiving public comment in the beginning and open forum at the end." Finally, small correction on the final page, public comments were made by the following speakers, correct spelling to Anne Janks.

Panelist Link had a small correction to change Grinage first initial from F to R.

Panelist Cobb made a to move adoption of June 22 minutes as corrected. Seconded by Panelist Link.

The motion passed a vote of 8 – 0, abstention by Panelist Buddenhagen.

5. Rules of Procedure

The Selection Panel will discuss and take possible action on adopting Rules of Procedure for conducting its business.

- [Proposed Rules of Procedures](#)

Panelist Bosserman proposed to hold a separate meeting on the item this year. Panel Rivera agreed with Ms. Bosserman to discuss in September or October. The Panel arrived at a consensus on this matter and chose Thursday, October 25 at 6pm as the next meeting date. Two items on the agenda: Proposed Rules of Procedure and interview process.

Panelist Cobb raised questions about the interview process, including which interview questions will be asked and in which order. Panelist Bosserman indicated that this topic was not covered in the Rules of Procedure. Chair Chanin, recommended that Panelists Cobb and Goodall will present their recommendations, including Panelist Herron. Panelist Herron clarified that the discussion would include the evaluation tool used for the interviews, including questions and possibly adding those as an appendix to the Rules of Procedure. The questions could be a separate document.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

Draft Meeting Minutes (Continued)

Wednesday, August 10, 2022

6:00 PM

Via Teleconference

Panelist Cobb requested a legal opinion on the need to share the specific interview questions in advance of the meeting.

6. Selection Process & Nomination Improvements

The Selection Panel will discuss and may take possible action on scheduling a meeting and/or creating an ad hoc committee to revisit a list of suggested changes to the selection and nomination process.

These items were discussed in the previous agenda item.

7. Open Forum (maximum 15 minutes)

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of two minutes unless the Chairperson allocates additional time.

- Mary Vail

8. Adjournment

The meeting was adjourned upon completion of the Selection Panel’s business.



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes

Tuesday, February 28, 2023

6:00 PM

Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Rickisha Herron (District 6), Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

1. Roll Call and Determination of Quorum

Present: Chairperson James Chanin, Brendalynn Goodall, Gay Plair Cobb, Don Link, Langston Buddenhagen, Lorelei Bosserman, Monique Rivera (joined briefly), Bill Thomasson.

Absent: Rickisha Herron

2. Public Comment

Comments on all items will be taken at this time. Comments for items not on the agenda will be taken during Open Forum.

- Assata Olugbala

ACTION ITEMS

3. Review and Approve Resolution AB 361

The Police Commission Selection Panel will consider re-adoption of a resolution determining that conducting in-person meetings of The Panel and its committees would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e) as amended by California Assembly Bill No. AB-361

A motion was made by Chair Chanin and seconded by Panelist Goodall. The item passed unanimously. This will be the last remote meeting as required by the State of California.

4. Selection Panel Deliberations of Police Commission Applicants

The Selection Panel will deliberate and take the following possible actions about the selection process for Police Commission members: amending the evaluation structure and selection criteria.

- Staff Report – Police Commissioner Deliberations, and Nomination Process

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes (Continued)

Tuesday, February 28, 2023

6:00 PM

Via Teleconference

Staff Felicia Verdin included a written report in the packet. The terms will expire for Police Commissioners David Jordan and Tyfara Milele, each commissioners' terms end in October 2023. Panelist Goodall raised a question regarding David Jordan appointment. Commissioner Jordan was appointed by the Selection Panel as an alternate and elevated by the Police Commission to a Mayoral seat. Deputy City Attorney confirmed that since according to the charter, the Selection Panel has 4 appointments to the Police Commission.

Chair Chanin requested that Alternate Jackson Castain be contacted to determine her interest to serve as a full commissioner.

Deputy City Attorney Harris requested that the Selection Panel take a vote on requests to staff.

The reserve pool candidates include Dr. Stacy Thompson, staff agreed to provide a complete list of reserve pool candidates.

Panelist Goodall made a motion that Angela Jackson-Castain and other members of the reserve pool will be invited back to participate in the Selection Panel process. The motion was seconded by Panelist Gay Cobb.

Discussion: The chair clarified that these individuals will be invited back without an application. Ms. Bosserman offered a friendly amendment to substitute the "member" to the reserve pool to "members."

The item passed unanimously. Roll Call: Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Buddenhagen, Panelist Link, Panelist Bosserman and Panelist Thomasson. No votes 0. Item passed unanimously. Ms. Rivera left the meeting.

Chair Chanin began the discussion on current Commissioner terms for Dr. Milele and David Jordan. Panelist Link made a motion to inform Dr. Milele and David Jordan that their terms have ended and invite them to reapply to the Selection Panel to be considered for a second another term. Seconded by Panelist Cobb.

Roll Call: Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Buddenhagen, Panelist Bosserman, Panelist Link and Panelist Thomasson. 0 No votes. Item passed unanimously.

Chair Chanin began a discussion regarding the outreach method for this recruitment period. Panelist Bosserman recommended the Panel proceed with a full outreach process. Panelist Goodall reported that the outreach plan was in the staff report and included a press release to media, email to non-profit list and Public Service Announcements (PSAs). Other outreach materials will include the flyers, standard letters and other outreach materials that staff has on file.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes (Continued)

Tuesday, February 28, 2023

6:00 PM

Via Teleconference

Panelist Bosserman moved that the Panel stick with the full outreach plan that is outlined in the draft procedure panel. Seconded by Don Link.

Public Comment:

- Mario Contreras
- Mary Vail
- Assata Olugbala

Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Buddenhagen, Panelist Bosserman, Panelist Link and Panelist Thomasson. No votes 0. Item passed unanimously.

5. Rules of Procedure

The Selection Panel will discuss and take possible action on adopting Rules of Procedure for conducting its business.

- Proposed Rules of Procedures

Chair Chanin thank Panelist Herron and Panelist Bosserman for their work on this document and wanted to make a minor correction under 5.13.2, page 10 of 29 “which states that staff contacts the candidates and schedules 5-minute statements and 40-minute interviews.” He proposed to add “and/or.”

Panelist Link added a change on page 11, 5.13.10 and it’s in the middle of the second line. He proposed to delete the word “even.” Chair Chanin wanted to add a period after pool and delete the rest.

Panelist Goodall raised a question about the highlighted text at the bottom of page 5 of 29 at the bottom of the page in section 5.7.9.5. Panelist Bosserman requested the Panel weigh in and the decision was made to delete it at the bottom, in addition to deleting same highlighted section on page 9 of 29 at the top.

Panelist Cobb requested to change the effective date of the document to 2/28/23.

Chair Chanin made a motion to approve the procedure with the changes that have been noted. Second by Panelist Goodall.

Public Comment: No hands were raised.

Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Buddenhagen, Panelist Bosserman, Panelist Link and Panelist Thomasson. 7 – Yes votes, 0 - No votes. Item passed unanimously.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes (Continued)

Tuesday, February 28, 2023

6:00 PM

Via Teleconference

Police Commission Recruitment Outreach Discussion continued:

The Panel proceeded to discuss deadline dates for the application, contacting incumbents and reserve pool candidates. The deadline to identify incumbents was set for March 15.

Panelist Cobb summarized that the application process is ongoing and year-round. The press release will go out by April 7. Press release goes out to the public and list of organizations compiled by the Panel. Incumbents will be notified by March 15. Application deadline is May 31.

City Attorney Harris further clarified the timeline, with the rest of the dates being TBD.

Panelist Cobb made a motion that the Panel adopt the dates that were outlined through the application deadline of May 31. The other dates on the schedule are to be determined. Seconded by Panelist Don Link.

Public Comment: No hands were raised.

Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Buddenhagen, Panelist Link, Panelist Bosserman and Panelist Thomasson. 0 no votes. Item passed unanimously.

The Panel engaged in a conversation about the next meeting date. Panelist Thomasson motioned that the next meeting would take place on April 12 at 6pm in a location to be determined. Panelist Cobb called the question.

Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Link, Panelist Bosserman and Panelist Thomasson. Panelist Bosserman – voted no. Panelist Buddenhagen, abstained. Item passed with 6 yes votes.

Panelist Bosserman raised concerns about meeting sooner to complete outreach tasks outlined in the Selection Panels procedure document. Examples of these task include reaching out to the Oakland POST and KBLX to secure advertising for the recruitment process. Panelist Goodall agreed to reach out to KBLX to request a PSA about Police Commission recruitment. Staff agreed to work with Panelist Goodall on this task.

Panelist Cobb agreed to check in with the Oakland POST regarding advertising. Chair Chanin indicated that outreach can be discussed at the next meeting. Panelist Bosserman requested that the Panel reach out to individuals on the list of community-based organizations prepared by the Panel.

Panelist Thomasson made a motion that the Panels next meeting take place on April 12. Second by Don Link.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL
(SPECIAL MEETING)**

DRAFT Meeting Minutes (Continued)

Tuesday, February 28, 2023

6:00 PM

Via Teleconference

Chair Chanin asked for any discussion. Panelist Cobb called the question.

Yes votes – Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Link, and Panelist Thomasson. Panelist Buddenhagen abstained. Panelist Bosserman voted no. Item passed with 5 yes votes.

The location of the next meeting is TDB.

Panelist Link made a motion to meet in March if there is a need and staff will contact the members to determine availability. Second by Thomasson

No public comment.

Roll Call: Yes votes - Chair Chanin, Panelist Goodall, Panelist Cobb, Panelist Link, Panelist Thomason and Panelist Bosserman. Panelist Buddenhagen abstained.

6. Open Forum

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of two minutes unless the Chairperson allocates additional time.

- Mary Vail

The meeting was adjourned upon the completion of the Selection Panel’s business.