Recruitment of a Permanent Executive Director
for the
Commission on Police Practices

Committee of the Recruitment of the Executive Director of the Commission on Police Practices

February 28, 2024

The City of **SAN DIEGO**

Purpose:

- Engage in the recruitment of the Commission's Executive Director
- Provide advisory recommendations to the Council on candidates for appointment

Overview:

- Approve Executive Director job duties and qualifications
- Authorize job announcement to be posted for 30 days
- Review posting locations and outreach
- Incorporate Community input
- Assign Screening Panel for applications
- Discuss Interview Process

Duties of the CPP Executive Director:

Appointed by City Council, serving at the will and direction of the CPP
- Oversees the CPP's mission to hold law enforcement accountable to the community and to increase community trust in law enforcement
- Manages and directs the Office of the Commission on Police Practices
- Builds relationships across the communities of San Diego
- Develops and implements plans, programs, systems to achieve CPP goals
- Prepares and publishes data and reports about the work of the CPP
- Ensures CPP's effectiveness by providing leadership, administration and technical support to the CPP

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Minimum Qualifications:

- Several years of education/experience in civilian oversight of law enforcement, criminal justice/investigation, civil and human rights, community engagement or related fields
- Experience in community engagement and positions of trust in the community
- 5 or more years of leading and overseeing complex organizations
- Proficiency in Office applications, SharePoint and Google Shared drives

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Desirable Qualifications:

- Extensive knowledge of best practices and national trends in civilian oversight of law enforcement, transparency, and accountability
- Thorough understanding and commitment to the San Diego model
- Strong interpersonal skills, communicating and listening openly
- Commitment to equity, inclusion, diversity and cultural awareness
- Ability to work in a cooperative, non-adversarial environment
- Experience with engaging large diverse groups
- Experience with conflict resolution and facilitation to resolve differences
- Knowledge of Ralph M. Brown Act ensuring open and accessible government
- Quantitative and analytical abilities
- Political acumen and ability to operate in an apolitical manner
- Maintaining relations with community stakeholders, governmental agencies, law enforcement and the public in highly sensitive programs and priorities

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Community Engagement:

- CPP Executive Director Community Forum
- Saturday, March 16 from 11:00 a.m. – 12:30 p.m.
- To gather input on and prioritize the qualifications and qualities desired in the permanent CPP Executive Director
- Flyer and survey distributed at forum and via newsletter, listserv, social media, community organizations and partners
- Posting each step of the process with links for participation on CPP website and social media

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Posting and Outreach Locations:

- NEOGOV
- NACOLE
- LinkedIn, Indeed
- Community Organizations
- SoCal Collaborative of Oversight Agencies
- Nonprofit job board, NPWorks
- Bar Associations
- Diversity Bars
- League of California Cities
- CPP Social media and media contacts

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Screening Process:

- The purpose of this phase is to narrow the pool of applicants to the top 8-10 candidates
- All Ad Hoc Committee members will have access to all the applications if they choose to review them themselves
- Who does this?
- What criteria should be used for screening?

Interview Process – some possibilities:

- 1st Interview
  - Interview 8-10 candidates, narrow field to 4 - 6
- Include Community Leaders in this process
  - Invite to be on first interview panel or a separate interview panel
  - Include diverse representative leaders from organizations and communities
- Ad Hoc Committee Interview
  - Interview 4 -6 candidates, narrow field to top 3
- CPP Cabinet
  - Meet and Greet
- Recommend finalists to City Council for their final interview and selection

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Thank you