



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Agenda

**Wednesday, July 26, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Council Chamber
Oakland, CA 94612**

Selection Panel Members: Chairperson Sarah Chavez-Yoell (District 3), Second Chairperson John Jones III (At Large), Tal Klement (District 1), James Chanin (District 2), Shikira Porter (District 4), Mary Vail (District 5), Candice Jessie (District 6), Jean Blacksher (District 7), Arnold X. C. Perkins (Mayor)

- 1. Roll Call and Determination of Quorum**
- 2. Open Forum**

ACTION ITEMS

3. Approval of Selection Panel Meeting Draft Minutes

- June 28, 2017 Meeting
- July 10, 2017 Meeting

4. Interview and Selection Process

Selection Panel will discuss and take possible action about the next phases of the interview and selection process for Police Commission members, including interview structure, questions, selection criteria, reference checks, and future schedule.

INFORMATIONAL ITEMS

5. Application and Interview Summary Information

Selection Panel will receive summary information about applications and applicants interviewed to date, through July 20, 2017.

6. Open Forum

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

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Agenda (Continued)

**Wednesday, July 26, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Council Chamber
Oakland, CA 94612**

A member of the public may speak on any item appearing on the agenda. All speakers will be allotted a maximum of three minutes unless the Chairperson allocates additional time.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email wwoo@oaklandnet.com or call (510) 238-7798 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 wwoo@oaklandnet.com o llame al (510) 238-7798 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 wwoo@oaklandnet.com 或 致電 (510) 238-7798 或 (510) 238-2007 TDD/TTY.



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Minutes

**Wednesday, June 28, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #2
Oakland, CA 94612**

Selection Panel Members: Chairperson Sarah Chavez-Yoell (District 3), Second Chairperson John Jones III (At Large), Tal Klement (District 1), James Chanin (District 2), Shikira Porter (District 4), Mary Vail (District 5), Candice Jessie (District 6), Jean Blacksher (District 7), Arnold X. C. Perkins (Mayor)

1. Roll Call and Determination of Quorum

The meeting started at 5:34 pm.

Selection Panel members present at 5:34 pm included Jean Blacksher, Jim Chanin, Sarah Chavez-Yoell, Candice Jessie, John Jones III, Tal Klement, Shikira Porter, and Mary Vail.

Selection Panel member Arnold Perkins was present at 5:45 pm.

Staff present: Stephanie Hom

City Attorney Staff: Allison Dibley, Harveen Gill

2. Open Forum

There were no comments from the public.

ACTION ITEMS

3. Approval of Selection Panel Meeting Draft Minutes

- June 21, 2017 Meeting

Motion to approve the June 21 meeting minutes was moved (T. Klement) and seconded (J. Jones).

Motion passed with 7 ayes, 1 abstention (S. Chavez-Yoell), and 1 absent (A. Perkins).

4. Strategies for Reducing the Impact of Implicit Bias

Darlene Flynn, City of Oakland, Director of Race and Equity, presented overview of implicit bias and strategies for reducing the impact of implicit bias.

5. Selection Panel Response to Media Coverage on Outreach

The Selection Panel discussed the media coverage on outreach and selection process for Police Commission members. There was no action taken.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Minutes (Continued)

Wednesday, June 28, 2017

5:30 PM – 7:30 PM

**City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #2
Oakland, CA 94612**

6. Interview and Selection Process

The Selection Panel discussed and made decisions about the interview and selection process for Police Commission members, including criteria for initial screening of applicants, interview structure, questions and selection criteria.

The Selection Panel agreed to the following:

- a. Standard Interview Questions for the three separate, temporary, advisory subcommittees to conduct interviews for the initial screening.
- b. Each subcommittee will conduct interviews for the initial screening during the week of July 10 – specifically, July 11, 12 and 13. Each interview will no more than 15 minutes in length.
- c. Each subcommittee will use a rating system of 1 – 5 (5 being high) to evaluate each applicant’s response to each question; add up scores; and recommend applicants that would be interviewed by full Selection Panel. The “goal” is for the full Selection Panel to conduct final interviews for about 18 applicants.
- d. Each subcommittee will submit names of applicants no later than July 14 to the City Administrator’s Office of those to be invited to final interviews.
- e. The Selection Panel as a full body would not meet during the week of July 5 and July 10 in order to accommodate the subcommittee interview process.
- f. The Selection Panel will meet on July 19 and 26 to conduct final interviews; and use the same set of standard interview questions.
- g. The Selection Panel will meet on July 31, and possibly August 2, to discuss slate of Police Commissioners and Alternate to submit to the City Council.

Evaluation criteria discussed included the following:

- ability to make tough decisions; be decisive
- familiarity with OPD challenges
- ability to be fair and objective based on evidence regardless of political affiliation or community opposition
- possess integrity

Comments were provided by the following:

Rashidah Grinage
Richard Phelps

INFORMATIONAL ITEMS

7. Applications Received to Date

The Selection Panel received information about applications received to date, as of June 23, 2017.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Minutes (Continued)

**Wednesday, June 28, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #2
Oakland, CA 94612**

8. Open Forum

There were no comments from the public.

The meeting adjourned at 8:08 pm.

DRAFT



**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Minutes

**Monday, July 10, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #1
Oakland, CA 94612**

Selection Panel Members: Chairperson Sarah Chavez-Yoell (District 3), Second Chairperson John Jones III (At Large), Tal Klement (District 1), James Chanin (District 2), Shikira Porter (District 4), Mary Vail (District 5), Candice Jessie (District 6), Jean Blacksher (District 7), Arnold X. C. Perkins (Mayor)

1. Roll Call and Determination of Quorum

The meeting started at 5:30 pm.

Selection Panel members present: Jean Blacksher, Jim Chanin, Sarah Chavez-Yoell, Candice Jessie, John Jones III, Arnold Perkins, and Mary Vail.

Selection Panel members absent: Tal Klement and Shikira Porter

Staff present: Chantal Cotton Gaines

City Attorney Staff: Allison Dibley, Harveen Gill

2. Open Forum

There were no comments from the public.

ACTION ITEMS

3. Interview and Selection Process Given Applications Received

Selection Panel discussed and took action about the schedule of interviews and additional meetings going forward as well as the interview and selection process for Police Commission members, including criteria for initial applicant screening, interview structure, questions and selection criteria.

Motion to reconsider decision made on June 28 to interview every applicant in light of the great number of applicants that have been received at the last minute was moved (J. Chanin) and seconded (M. Vail).

Motion passed with 4 ayes. No votes from A. Perkins and J. Jones. Abstention from C. Jessie.

Motion to have the Selection Panel by Ad Hoc Subcommittee interview every applicant that took the time to submit an application was moved (A. Perkins) and seconded (J.

**CITY OF OAKLAND
POLICE COMMISSION SELECTION PANEL**

Meeting Minutes (Continued)

**Monday, July 10, 2017
5:30 PM – 7:30 PM
City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #1
Oakland, CA 94612**

Jones). Motion failed with 3 ayes (A. Perkins, J. Jones, C. Jessie), 1 no (S. Chavez-Yoell), 2 abstentions (J. Blacksher, M. Vail), and 1 absent (out of the room) (J. Chanin). Comments were provided by the following:

Richard Phelps
Anthony Finnell

Motion to (1) have the Selection Panel by Ad Hoc Subcommittee interview every applicant that took the time to submit an application was moved, (2) a friendly amendment to have the full Selection Panel be completed by August 16 with submission to the City Council, and (3) a friendly amendment that there be no fixed number on how many people are to be forwarded from each Ad Hoc Subcommittee to the full Selection Panel for the second/final interviews by (A. Perkins) and seconded (J. Jones).

Motion passed with 5 ayes. No vote from S. Chavez-Yoell. Abstention from J. Chanin.

The Selection

INFORMATIONAL ITEMS

4. Applications Received

Selection Panel received the list of applicants received as of the June 30, 2017 deadline as well as the few late applicants received by July 6, 2017.

5. Open Forum

There were no comments from the public.

The meeting adjourned at 6:48 pm.



MEMORANDUM

TO: Selection Panel for
Oakland Police Commission

FROM: Stephanie Hom
Deputy City Administrator

SUBJECT: Interview Structure, Calendars,
And Qualifications

DATE: July 24, 2017

To assist the Selection Panel in its discussion on the next phases of the interview and selection process for Police Commission members, this memorandum provides the following:

1. Hypothetical Interview Structures
2. July and August Calendars with Availability of Selection Panel Members
3. Police Commission Qualifications
4. Potential Interview Questions and Evaluation Criteria

Interview Structure

The Ad Hoc Subcommittees submitted a total number of 28 applicants for the next round of interviews that will be conducted by the full body of the Selection Panel. The Selection Panel could consider structuring the interviews as follows:

A. **30 minute interviews**

30 minutes x 28 applicants = 840 minutes (14 hours)

Conduct 3 meetings of approximately 5 hours each (4:00 pm – 9:00 pm; 5:00 pm – 10:00 pm) or

Conduct 4 meetings of at least 3.5 hours each (4:00 pm – 7:30 pm; 5:00 pm – 8:30 pm; 5:30 pm – 9:00 pm)

And at least 1 meeting for deliberations. Consider reference checks prior to this meeting.

Or

B. **20 minute interviews**

20 minutes x 28 applicants = 560 minutes (9 hours, 20 minutes)

Conduct 3 meetings of approximately 3.5 hours each (4:00 pm – 7:30 pm; 5:00 pm – 8:30 pm; 5:30 pm – 9:00 pm)

And at least 1 meeting for deliberations. Consider reference checks prior to this meeting.

Calendar

The follow two pages are the July and August calendars listing Selection Panel members that are unable to attend a meeting on the specified date. This information may assist the Selection Panel in determining dates to conduct the next round of interviews and deliberations.

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			26	27 Chanin	28 Chanin	29
30	31 Jones					

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Blacksher Chanin Jones Klement Perkins	2 Blacksher Jones Perkins	3 Blacksher Perkins	4 Blacksher Perkins	5 Blacksher
6 Blacksher	7 Blacksher Perkins	8 Blacksher	9 Blacksher	10 Blacksher Perkins	11 Chanin Perkins	12
13	14	15 Perkins	16 Perkins	17 Perkins	18 Perkins	19 Perkins
20 Perkins	21 Chanin Perkins	22 Chanin Chavez-Yoell Perkins	23 Chanin Chavez-Yoell Perkins	24 Chanin Chavez-Yoell Perkins	25 Chanin Chavez-Yoell Klement Perkins	26 Chanin Chavez-Yoell Perkins
27 Chanin Chavez-Yoell Perkins	28 Chanin Chavez-Yoell Klement Perkins	29 Chanin Chavez-Yoell Klement	30 Chanin Chavez-Yoell Klement	31 Chanin Chavez-Yoell Klement		

Qualifications

The following is an iteration of the City Charter (Section 604(c)(1)) regarding the qualifications for Police Commissioners:

Measure LL requires that the Police Commissioners be Oakland residents, at least 18 years of age, and that the Commission include “**members with knowledge and/or experience in the fields of human resources practices, management, policy development, auditing, law, investigations, law enforcement, youth representation, civil rights and civil liberties, as well as representation from communities experiencing the most frequent contact with the [Oakland Police] Department.**”

Measure LL also prohibits the following from serving as Commissioners:

- a. current sworn police officer;
- b. current City employee;
- c. former Department sworn employee; or
- d. current or former employee, official or representative of an employee association representing sworn police officers.

Interview Questions

The following are the questions each Ad Hoc Subcommittee asked in the screening interviews and an iteration of the interview questions that the Selection Panel brainstormed at its meetings of June 14 and July 21.

Ad Hoc Subcommittee Interview Questions:

1. In addition to what is on your application, why do you want to be part of the Oakland Police Commission?
2. What impacts would you like to see the Oakland Police Commission have and accomplish?
3. Tell us about your experience and/or opinion of the Oakland Police Department.
4. Describe an experience where you had to make a difficult decision that affected someone's life.
5. What skills would you bring to the Oakland Police Commission?

Interview Questions Brainstorm (included in agenda packet of June 28):

1. Why do you want to be part of the Oakland Police Commission?
2. How long have you lived in Oakland?
3. What [skills, perspective, qualities] do you bring to the Police Commission?
4. What is your viewpoint and experience with law enforcement?
5. How would you respond to [insert hypothetical scenario]?
6. Can you be fair, and keep an open-mind, and why?
7. Describe your experience where you had to make a difficult decision that affected the someone's livelihood.
8. What impacts would you like to see the Police Commission have?
9. How would you distinguish if a problem stems from bad people or bad systems?
10. What do you hope the Police Commission will accomplish?
11. Identify what OPD does best and worst and your approach to addressing the worst.
12. What are your thoughts on police brutality?



Selection Panel for the Police Commission
Interview Notes Form

Applicant Name: _____

Criteria	Notes
Knowledge and/or experience in the fields of <u>human resources practices, management, policy development, auditing, law, investigations, law enforcement, youth representation, civil rights and civil liberties</u> , as well as representation from communities experiencing the most frequent contact with the [Oakland Police] Department.	
Contributes to demographic diversity of Police Commission (e.g., race, gender, disability, residency, etc.).	
Ability to make tough decisions, fairly and objectively based on evidence.	
Familiar with challenges of the Oakland Police Department.	
Possesses integrity a. is consistent in actions, values, methods, measures, principles, expectations, and outcomes, b. is honest and truthful through intentionality and thought.	



MEMORANDUM

TO: Selection Panel for
Oakland Police Commission

FROM: Stephanie Hom
Deputy City Administrator

SUBJECT: Summary Applicant Information

DATE: July 24, 2017

This memorandum communicates summary information regarding the applications received to serve on the Police Commission.

Table 1. Summary of Applications.

Status	Number	Percent of Total
Total Received through June 30, 2017 ⁽¹⁾	144	
Participated in Screening Interviews	127	88%
Scheduled but did not appear for Interview	3	2%
Unavailable for Interview	6	4%
Withdrew from Process	4	3%
No Response	1	1%
Considered for Mayoral Appointment Only	2	1%
Non-Oakland Resident	1	1%

⁽¹⁾ Initial list indicated 146 applications received. However, two of these were identified as duplicates.

Table 2. Summary of Screening Interviews by Ad Hoc Subcommittees.

Subcommittee	Scheduled Interviews	Completed Interviews	# of Applicants Submitted for Next Round of Interviews
A (Vail, Porter, Perkins)	39	37	14
B (Jones, Chavez-Yoell, Klement)	49	47	8
C (Jessie, Chanin, Blacksher)	44	43	6
	132	127	28

Table 3. Demographic Summary of Applicants for Next Round of Interviews.

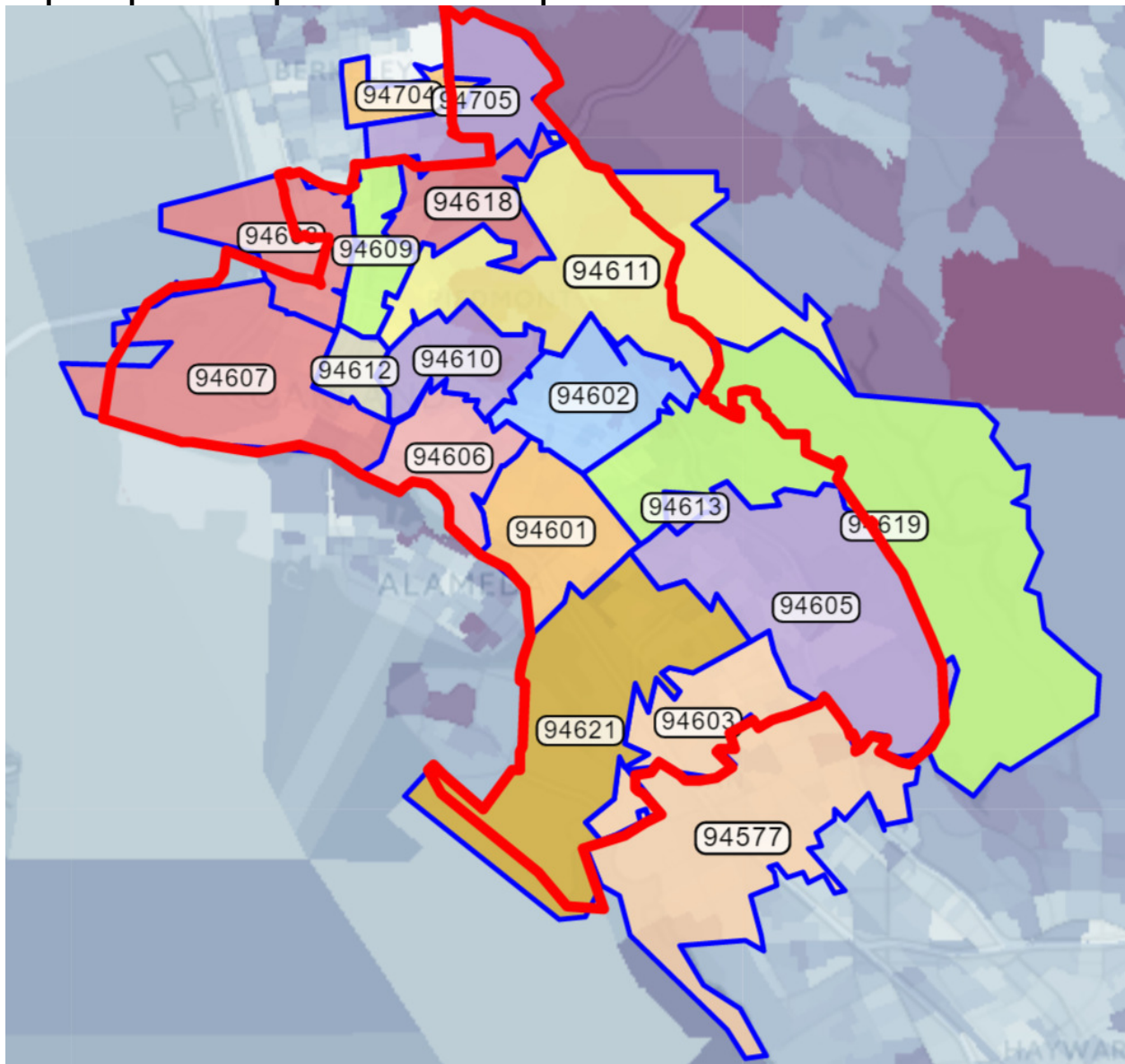
Gender	Male	Female	Transgender	Decline to State
	14	12	1	1

Race	Asian	Black/African-American	Latino	White	Mixed / Multiple/ Other	Decline to State
	3	11	1	8	4	1

Disability	Yes	No	Decline to State
	2	23	3

Zip Code	Number
94601	2
94602	3
94605	4
94606	3
94607	2
94608	2
94609	2
94610	1
94611	3
94612	2
94618	1
94619	2
94621	1

Map 1. Zip Code Map for Reference Purposes.



Respectfully submitted,

/s/

STEPHANIE HOM
Deputy City Administrator
City Administrator's Office