

## Police Chief Search Firm Contract Development and Search Firm Hiring Process (estimated schedule)

DRAFT

| July                                                                                                                                                                                                                                       | August                                                                                                                                                                                                                          | September                                                                                                                                                                                                                                          | October                                                                                                                                                                                                                                | November                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• HPC Search Firm information gathering ✓</li> <li>• HPC, BFS, DHS. HPD process discussions/ planning ✓</li> <li>• BFS forms completed and approved ✓</li> <li>• RFP content developed ✓</li> </ul> | <ul style="list-style-type: none"> <li>• RFP reviewed/refined by BFS</li> <li>• RFP distributed to search firms</li> <li>• RFP 30-day response time begins (mid-Aug.)</li> <li>• Selection Committee approved by BFS</li> </ul> | <ul style="list-style-type: none"> <li>• RFP Q/A process with search firms</li> <li>• RFP 30-day response time ends (mid-Sept.)</li> <li>• Selection Committee reviews RFPs</li> <li>• Negotiation/discussion with short list providers</li> </ul> | <ul style="list-style-type: none"> <li>• Negotiation/discussion with short list providers</li> <li>• Selection Committee decision</li> <li>• Contract developed &amp; distributed</li> <li>• Contract review &amp; finalize</li> </ul> | <ul style="list-style-type: none"> <li>• Contract developed &amp; distributed</li> <li>• Contract review &amp; finalize</li> <li>• Consultant begins <b>Phase Ia: Discovery and Engagement</b></li> </ul> |
| Step 1: Search Firm Hiring                                                                                                                                                                                                                 |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                        | Phase 1 →                                                                                                                                                                                                 |

## Search Firm Hiring Process and Police Chief Hiring (estimated schedule)

| November                                                                                                                                                                                                                                                                                                                                                         | December (Holidays)                                                                                                                                                                                                                                                                                                             | January                                                                                                                                                                                                                                                                                                                                                                                                                                                           | February                                                                                                                                                                                                                                                                                                                                                                                                                                     | March                                                                                                                                                                                                                                                                                                                                                                                |
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| <ul style="list-style-type: none"> <li>Consultant begins Phase 1a: Discovery and Engagement                             <ul style="list-style-type: none"> <li>- Stakeholder sessions</li> <li>- Survey?</li> <li>- Essential attributes</li> <li>- Professional brochure</li> </ul> </li> <li>Phase 1b: Sourcing &amp; Recruiting (including search)</li> </ul> | <ul style="list-style-type: none"> <li>Phase 1b: Sourcing &amp; Recruiting</li> <li>Phase 1c: Candidate Review &amp; Presentation                             <ul style="list-style-type: none"> <li>- interviewing</li> <li>- vetting</li> <li>- documentation to HPC</li> <li>- recommended candidates</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Phase 1c: Candidate Review &amp; Presentation                             <ul style="list-style-type: none"> <li>- interviewing</li> <li>- vetting</li> <li>- documentation to HPC</li> <li>- recommended candidates</li> </ul> </li> <li>Phase 2a: In-depth Applicant Screen                             <ul style="list-style-type: none"> <li>- Stakeholder panels</li> <li>- Select interviews?</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Phase 2b: In Depth Checks                             <ul style="list-style-type: none"> <li>- public searches</li> <li>- reference checks</li> <li>- background checks</li> </ul> </li> <li>Phase 2c: Finalist Selection and Presentation                             <ul style="list-style-type: none"> <li>- 3-5 finalists presented to HPC</li> <li>- documentation to HPC</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li><b>Phase 3:</b> Community Input &amp; HPC Decision                             <ul style="list-style-type: none"> <li>- public sessions?</li> <li>- HPC + interviews</li> <li>- Final decision</li> </ul> </li> <li>Psychological exam</li> <li>Negotiation</li> <li>Appointment</li> <li><b>Phase 4:</b> Transition Success (TBD)</li> </ul> |
| Phase 1: Recruiting & Screen 1                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                 | Phase 2: In-Depth Screen                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                              | Phase 3 & 4 Hiring & Transition                                                                                                                                                                                                                                                                                                                                                      |