



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: SEE BELOW

DATE: December 21, 2012

SUBJECT: ADOPTION OF STATEMENT OF POLICY AND QUESTIONS FOR THE PROSPECTIVE SJPD CHIEF OF POLICE

RECOMMENDATION

Adopt a Statement of Policy and City Council Questions related to the selection of a prospective Chief of Police as described in this memorandum, in compliance with City Charter Section 411.1.

BACKGROUND

In compliance with City Charter Section 411.1, the City Council has adopted a process for City Council confirmation of department head appointments. The process requires that the City Council, prior to meeting with the City Manager's recommended candidate for department head positions that are subject to the City Charter's requirements, adopt a statement of policy for the department involved, along with proposed questions for the City Council to present to the prospective appointee. At my direction, staff is coordinating the efforts of the executive search firm, Teri Black & Company, LLC, who is conducting the recruitment.

ANALYSIS

The executive search firm has conducted a nation-wide recruitment for qualified candidates. At the conclusion of the recruitment process, I will present my recommended selection for Chief of Police to the City Council for confirmation during Closed Session, along with the written answers to the questions adopted by the City Council as part of this action. If the City Council confirms my nominee, the appointment would be formally approved at that afternoon's City Council meeting.

The proposed Statement of Policy (Attachment 1) contains the broad goals, objectives, and aspirations for the San Jose Police Department as reflected in the department's mission, core services, performance measures, and resource allocation as approved by the City Council as part of the 2012-2013 Adopted Budget.

The proposed City Council Questions (Attachment 2) reflect those adopted for recent department head hiring processes as well as ones specific to this recruitment. The City Council may modify,

December 21, 2012

Subject: Statement of Policy/Questions for the Prospective Chief of Police

Page 2

add, or subtract from this list of suggested questions at this time, and of course, City Council members will be able to ask further questions of the recommended appointee during Closed Session.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater.
(Required: Website Posting)
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This item does not meet any of the criteria above. This memorandum will be posted on the City's website for the January 8, 2012, City Council Agenda. In addition, the Administration and the executive search firm convened discussions with various stakeholders to gather feedback on the knowledge, skills, and abilities that should be considered for the selection of the Chief of Police as well as an understanding of the challenges and opportunities facing the San Jose Police Department. Those stakeholders included: City Councilmembers, the San Jose Police Department workforce, as well as the City's residents.

CEQA

Not a Project, File No. PP10-069(b), Personnel Related Decisions


DEBRA FIGONE
City Manager

For questions please contact Lee Wilcox, Assistant to the City Manager, at (408) 535-8172.

Attachments:

Attachment 1: Statement of Policy

Attachment 2: City Council Questions

ATTACHMENT 1

STATEMENT OF POLICY SAN JOSE POLICE DEPARTMENT

Department Mission

The mission of the San Jose Police Department is to create safe places to live, work and learn through community partnerships.

Department Core Services

1. Crime Prevention & Community Education

Provide programs and services through community education and partnerships to reduce criminal activity and enhance public safety.

The key operational services utilized to carry out this Core Service include:

- Proactive Patrol
- Youth and School-Based Services
- Community Problem Solving
- Adult Services

2. Investigative Services

Provide for the objective examination of events through the collection of evidence, interviewing of witnesses, the interrogation of suspects, and other activities, to arrive at a resolution or successful prosecution.

The key operational services utilized to carry out this Core Service include:

- Interview and Interrogate Witnesses and Suspects
- Collect and Process Evidence
- Assist District Attorney's Office
- Obtain and Provide Specialized Training
- Facilitate Support Services for Victims and Witnesses
- Liaison with Outside Agencies for Investigating and Community Policing

3. Regulatory Services

Provide for the mandated regulation of businesses and activities and the issuance of those attendant mandated permits that re in the public interest.

The key operational services utilized to carry out this Core Service include:

- Permits Issuance
- Investigations
- Inspections

4. Respond to Calls for Service

Provide for 24-hour emergency and non-emergency police calls, which include but are not limited to crimes against persons and property, disturbances, traffic accidents, disasters, and medical emergencies.

The key operational services utilized to carry out this Core Service include:

- Dispatch/Communications
- Reactive Patrol

ATTACHMENT 1

STATEMENT OF POLICY SAN JOSE POLICE DEPARTMENT

5. Special Event Services

Provide for safe and orderly special events including festivals and parades, free-speech demonstrations, political rallies, labor disputes, and dignitary visits, as well as other incidents requiring extra-ordinary planning and/or resources.

The key operational services utilized to carry out this Core Service include:

- Off-Duty Security Services

6. Traffic Safety Services

Provide for the safe and free flow of traffic through enforcement, education, investigation, and traffic control.

The key operational services utilized to carry out this Core Service include:

- Enforcement
- Investigation
- Education
- Traffic Control

7. Strategic Support

Public Information, Fiscal Integrity, Systems Availability, Recruiting/Training, Facilities and Vehicle Management, Wellness of the Workforce, and Safety.

The key operational services utilized to carry out this Core Service include:

- Public Information
- Fiscal Integrity
- Systems Availability
- Recruiting/Training
- Facility and Vehicle Management
- Wellness of the Workforce
- Safety

Department Performance Goals

Department performance goals are reflected in the San Jose Police Department's performance measures and its resource allocation as contained in the 2012-2013 Adopted Operating Budget document.

ATTACHMENT 2

CITY COUNCIL QUESTIONS SAN JOSE POLICE DEPARTMENT CHIEF OF POLICE

1. Please describe your education, experience, and accomplishments, and explain how they have prepared you for this position.
2. Known as the "Capital of Silicon Valley," San José enjoys a broad economic base, tremendous diversity, and one of the lowest big city crime rates in the country. At the same time, we face the need to strengthen our neighborhoods, continuously improve the services we provide, and use our limited financial resources wisely in an extremely challenging budgetary environment. How do you see yourself and this department contributing to successfully meeting those challenges?
3. What are the major challenges you see for the department? Please describe your planned approach to dealing with them.
4. What is your plan for ensuring that you maintain good communication with the Mayor and City Councilmembers? How will you approach maintaining good ongoing communication with community interest and the general public?
5. Please describe your approach to working in a unionized environment, including non-sworn as well as sworn personnel.
6. What are your strategies for ensuring a diverse workforce; recruitment and retention of workforce?
7. How would you approach workforce planning and leadership development in the department?
8. Through the City Manager's outreach, feedback from department employees indicate low morale and desire for more communication with command staff. How would you assess these issues and address them?
9. Community Policing is a term used liberally in many law enforcement agencies today. What are the key elements and primary police practices associated with community policing? How would you go about instituting these policies in a climate of significant budget cuts?
10. In a diversity rich community like San José, cultural competency is very important. What experience do you bring, and what practices would you pursue to, ensure a harmonious relationship between SJPD's workforce and the our diverse community? How would you build upon the success of the Chief's Community Advisory Board?
11. What can the Chief of Police do to ensure ongoing courtesy and respect between police officers and the community members with whom they have contact?

ATTACHMENT 2

CITY COUNCIL QUESTIONS SAN JOSE POLICE DEPARTMENT CHIEF OF POLICE

12. Through the City Manager's outreach, a key theme heard from community and workforce was that the next Police Chief needed to be a courageous leader. From your perspective, what is courageous leadership and how do you demonstrate this quality?
13. Please describe how you would approach your relationship with the Office of the Independent Auditor (IPA), which is San José's model for police oversight. How will you ensure a proactive working relationship between the Department and the IPA?
14. The San José Police Department has a long tradition of maintaining and supporting a Police Reserve Unit. Please describe your experiences in working with Police Reserve Units. What are the best practices that you are aware of associated with the utilization and deployment of reserve police officers?
15. How would you best leverage non-sworn personnel in the department?
16. What other key resources would you develop, including volunteers, and how?
17. How would you deal with a recommendation that, in your professional judgment should be made, but which you know may be unpopular with the Mayor and City Council?