



Office of the City Manager

March 16, 2021

To: Honorable Mayor and Members of the City Council

From:  Dee Williams-Ridley, City Manager

Subject: Chief of Police Recruitment

The City of Berkeley is in the beginning stages of recruiting for a new Chief of Police following the retirement of Chief Andrew Greenwood after 35 years of service to the community. During the recruitment process, Captain Jennifer Louis has enthusiastically agreed to serve as the City' Interim Chief of Police. The purpose of this memorandum is to provide the Mayor, Council and community with an outline of the steps ahead. Feel free to broadly share this memo.

#### *Overview of Recruitment Process*

The recruitment process to select the City's next Chief of Police will be a nationwide search that is collaborative, inclusive and considers the needs and priorities of the community, the Police Department, and the City Council.

The process will begin with selecting an executive search firm that has a proven ability to attract a diverse pool of candidates. The recruitment firm will be tasked, at a minimum, with the following:

- Leading a dynamic and robust community engagement process;
- Developing recruitment materials;
- Advertising and promoting the recruitment to the widest possible audience;
- Identifying and evaluating candidates and proactively soliciting interest from potential candidates;
- Performing preliminary assessments and thorough background searches; and
- Coordinating the interview process.

While I am interested in a recruitment firm that has experience in recruiting Chiefs of Police, I am most importantly seeking a firm that embraces Berkeley's values and has a deep appreciation for the City's forward-thinking and commitment to reimagining public safety.

Once a recruitment firm has been identified, the firm will be asked to work collaboratively to develop a profile of the community and the prospective Chief. This will be rooted in engagement that seeks to uncover the issues that the new Chief of Police should address in their first year on the job, what professional experiences and accomplishments the new Chief of Police should bring to the position, and what skills and abilities the new Chief of Police should have to be successful in Berkeley.

The engagement process will be robust and is one that will be approached thoughtfully and strategically.

Once a final candidate has been selected, pursuant to the City's Charter, my recommendation will be presented to City Council in a Closed Session and effective subject to a vote of the City Council at a public meeting.

*Timeline and Next Steps*

The selection process will likely take about six (6) months to identify our next Chief of Police. The immediate next step is to select a recruitment firm that can assist the City. Once that firm is selected, a timeline for stakeholder engagement for the recruitment will be finalized. It is my intent to provide frequent updates to the Mayor, Council, and community to ensure transparency in the process from beginning to end, and it is my commitment to all of Berkeley to remain open and flexible as I work with the recruiter who will help guide the process that will align the needs, priorities and voices from our community.

cc: Paul Buddenhagen, Deputy City Manager  
David White, Deputy City Manager  
Jennifer Louis, Interim Police Chief  
LaTanya Bellow, Director of Human Resources  
Farimah Brown, City Attorney  
Matthai Chakko, Assistant to the City Manager  
Mark Numainville, City Clerk  
Jenny Wong, City Auditor