



OAKLAND POLICE COMMISSION PERSONNEL COMMITTEE MEETING AGENDA

July 25, 2019

5:00 PM

City Council Chamber, 3rd Floor
1 Frank H. Ogawa Plaza, Oakland, CA 94612

- I. **Call to Order**
- II. **Roll Call and Determination of Quorum**
- III. **Welcome, Purpose, and Open Forum** (2 minutes per speaker)
The Committee will welcome and call public speakers. The purpose of the Oakland Police Commission Personnel Committee is to review personnel policies and procedures, and make recommendations on hiring decisions.
- IV. **Inspector General Position Update**
Richard Luna will provide updates on the status of the Inspector General position, and the process for recruiting and hiring someone to fill that position.
 - a. Discussion
 - b. Public Comment
 - c. Action, if any
- V. **Investigator Staffing**
Richard Luna will provide an update on filling the vacant Investigator II positions.
 - a. Discussion
 - b. Public Comment
 - c. Action, if any
- VI. **Criteria for Performance Review of Oakland Police Department (OPD) Chief**
The Committee will discuss the development of performance criteria. Several oversight agencies were contacted to determine if they had any criteria to share, but none did. The Committee may vote on establishing criteria or next steps.
 - a. Discussion
 - b. Public Comment
 - c. Action, if any
- VII. **Criteria for Performance Review of Community Police Review Agency (CPRA) Executive Director**
The Committee will discuss the development of performance criteria. The Committee may vote on establishing criteria or next steps.
 - a. Discussion
 - b. Public Comment
 - c. Action, if any

VIII. Agenda Setting and Prioritization of Upcoming Agenda Items

The Committee will review agenda items for future meetings. ([Attachment 8](#))

- a. Discussion
- b. Public Comment
- c. Action, if any

IX. Adjournment



This meeting location is wheelchair accessible. To request disability-related accommodations or to request an ASL, Cantonese, Mandarin, or Spanish interpreter, please e-mail mnisperos@oaklandca.gov or call 510-238-7401 or TDD/TTY 510-238-2007 at least five working days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantonés, Mandarín, o de lenguaje de señas (ASL) por favor envíe un correo electrónico a mnisperos@oaklandca.gov o llame al 510-238-7401 o 510-238-2007 por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

會場有適合輪椅出入設施。需要殘障輔助設施, 手語, 西班牙語, 粵語或國語翻譯服務, 請在會議前五個工作天電郵 mnisperos@oaklandca.gov 或致電 510-238-7401 或 510-238-2007 TDD/TTY。請避免塗搽香氛產品, 參加者可能對化學成分敏感。

Because some persons are sensitive to certain chemicals, persons attending this meeting are requested to refrain from wearing scented products.

**Police Commission Personnel Committee
Pending Agenda Matters List**

Pending Agenda Matter	Date Placed on List	Duties/Deliverables	Additional Information/Details	Priority Level	Timeline/Deadline	Scheduled	Lead Commissioner(s)
Hire Inspector General (IG)	2/4/2019	Hire IG once the job is officially posted	Request a copy of the job description prior to submission to Civil Service Board. HR staff is completing a compensation study for the position. Since this position is new to the City's Salary Ordinance, this step is required so the IG can be properly funded. Concurrently, HR staff has been conforming the IG job description approved by the Police Commission to fit a class specification for the position. HR staff anticipates this work to be completed in the coming weeks. The next two immediate steps are: 1) The Civil Service Board will need to approve the class specification, which staff anticipates will happen in February; and 2) The salary ordinance will then need to be approved by the City Council. The IG position will become open after these two steps are completed.	High		7/25/2019	
Performance Reviews of CPRA Director and OPD Chief	2/4/2019	Conduct performance reviews of the Agency Director and the Chief	The Commission must determine the performance criteria for evaluating the Chief and the Agency Director, and communicate those criteria to the Chief and the Agency Director one full year before conducting the evaluation. The Commission may, in its discretion decide to solicit and consider, as part of its evaluation, comments and observations from the City Administrator and other City staff who are familiar with the Agency Director's or the Chiefs job performance. Responses to the Commission's requests for comments and observations shall be strictly voluntary.	High	Annually; Criteria for evaluation due 1 year prior to review	7/25/2019	

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Interim Inspector General/Contractor	2/4/2019	Committee to seek input from Interim Executive Director Karen Tom	Hire as a contract position; pull from job description and determine length of contract; examine IG salary to create a rate; background checks and other kinds of secure access needed; consider task that require minimal access to confidential info; determine top 2-3 projects; consider short term (audits of discipline); ask Coalition to draft a project based job description; ask CAO to create a 6 month interim position; investigate how CPRA can assist	Medium			
Policy Analyst position	2/4/2019		Determine specific projects the CPRA Policy Analyst is working on and investigate re-writing job description	Medium			
Review Urban Strategies' community survey and consider producing a comprehensive one	2/4/2019			Medium			Jackson
Creation of Form Regarding Inspector General's Job Performance	2/4/2019	Create a form for Commissioners to use in providing annual comments, observations and assessments to the City Administrator regarding the Inspector General's job performance. Each Commissioner shall	To be done once Inspector General position is filled.	Low			