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December 7, 2004

Oakland City Council
Oakland, California

President De La Fuente and Members of the City Council:

SUBJECT: RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE POLICE EXECUTIVE RESEARCH FORUM (PERF) TO FACILITATE AN EXECUTIVE SEARCH FOR THE POSITION OF CHIEF OF POLICE IN AN AMOUNT NOT TO EXCEED \$62,000.

SUMMARY

This report recommends that City Council approve the attached resolution, which authorizes the City Administrator to execute a contract with the Police Executive Research Forum (PERF) for an executive search for the City of Oakland's Chief of Police in an amount not to exceed \$62,000.

FISCAL IMPACT

The total cost of this contract is \$62,000 and covers the following:

Fee	\$36,000
Travel	\$10,000
Advertising	\$5,000
Private Investigation	\$6,000
Contingency	\$5,000
Total	\$62,000

Funds from a position vacancy in the City Administrator's Office will be used to pay for this contract.

Item: _____
City Council
December 7, 2004

BACKGROUND

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The Office of the City Administrator initiated an informal request for proposals and received bids from three executive search firms: the Police Executive Research Forum (PERF); Mathis & Associates; and Bob Murray & Associates. PERF was selected to facilitate this executive search.

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PERF work on community and problem-oriented policing has earned it a prominent position in the police community. PERF is one of the founding agencies of the Community Policing Consortium and the Commission on Accreditation for Law Enforcement Agencies (CALEA).

During the past several years, PERF has conducted or assisted with executive searches for police chiefs in a variety of jurisdictions, including: the City of Los Angeles; the United States Capitol; Pittsburgh, Pennsylvania; Trenton, New Jersey; and Charlotte, North Carolina. Recently, they assisted the Los Angeles Board of Police Commissioners in their search for two executive positions: an Executive Director and Inspector General.

PERF sponsors and conducts the Senior Management Institute for Police (SMIP). This program provides comprehensive professional management and executive development training to police chiefs and law enforcement executives. SMIP is renowned as one of the leading police executive training programs in the nation, with faculty primarily from Harvard University's Kennedy School of Government.

PERF has developed and published some of the leading literature in the law enforcement field including a series of texts on the role and duties of police chiefs and public safety directors. Among them are *The American Law Enforcement Chief Executive: A Management Profile* (1985), *How to Rate Your Local Police* (1983), *Managing for Success: A Police Chief's Survival Guide* (1986), *How To Rate Your Chief* (1989), *Beyond Command and Control: The Strategic Management of Police Departments* (1991), *Removing Managerial Barriers to Effective Police Leadership* (1992), *Police Management: Issues and Perspectives* (1992), *On the Dotted Line: Police Executive Contracts* (1992).

The publication of two books on police executive selection issues highlights PERF's expertise in police chief selection. With the International City/County Management Association (ICMA) as co-publisher, PERF collaborated on *Police Chief Selection: A Handbook for Local Government*. PERF also produced a second book entitled, *Command Performance: A Career Guide for Police Executives*, a book written as a guide for rising police executives who aspire to the office of chief.

PERF's range of work and in-depth knowledge and understanding of policing in America provides an unparalleled foundation for the provision of executive search services.

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PROJECT DESCRIPTION

PERF will deliver a flexible framework of services consisting of nine components to ensure that the City of Oakland selects the most qualified candidate for the position of Chief of Police. This list provides a general set of milestones for the process and a basis for further discussions in shaping the process to the specific needs of the City.


1. Assess City Government, Community and Police Agency Needs and Expectations
2. Prepare and Place Position Announcements
3. Develop Position Profile
4. Actively Recruit Candidates Who Meet the Needs as Identified
5. Receive and Screen Applications against Pre-determined Criteria
6. Conduct Detailed Screening Interviews with Candidates and Contact References
7. Recommend Pool of Finalist Candidates
8. Provide Advice for Interviews and Interview Questions
9. Maintain Documentation of Selection Activities

A full and complete background investigation will be conducted on the person selected for appointment as Chief of Police.

RECOMMENDATION

This report recommends that the City Council authorize the City Administrator to enter into a contract with Police Executive Research Forum for an executive search for the position of Chief of Police for the City of Oakland in an amount not to exceed \$62,000.

Respectfully submitted,

for 
DEBORAH EDGERLY
City Administrator

Oakland City Council

RESOLUTION No. _____ C.M.S.

FILED
OFFICE OF THE CITY CLERK
OAKLAND

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RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACT WITH THE POLICE EXECUTIVE RESEARCH FORUM TO CONDUCT A SEARCH FOR THE POSITION OF CHIEF OF POLICE IN AN AMOUNT NOT TO EXCEED \$62,000

WHEREAS, it is in the City of Oakland's best interests to hire an executive search firm to conduct a search for the next Chief of Police in the Oakland Police Department; and

WHEREAS, the Police Executive Research Forum's work on community and problem-oriented policing has earned it a prominent standing in the police community; and

WHEREAS, the Police Executive Research Forum has conducted or assisted with executive searches for police chiefs in a variety of jurisdictions, including the City of Los Angeles; the United States Capitol; Pittsburgh, Pennsylvania; Trenton, New Jersey; and Charlotte, North Carolina; and

WHEREAS, the City Council finds and determines that this contract is for professional services and is temporary in nature; and

WHEREAS, the City Council finds and determines that this contact shall not result in the loss of employment or salary by any person having permanent status in the competitive services; now, therefore, be it

RESOLVED: That the City Council of the City of Oakland hereby authorizes the City Administrator to execute a contract with the Police Executive Research Forum to conduct a search for the position of Chief of Police in an amount not to exceed sixty two thousand dollars (\$62,000).

FURTHER RESOLVED: That the contract shall be approved for form and legality by the City Attorney and filed in the Office of the City Clerk. .

333967

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 2004

PASSED BY THE FOLLOWING VOTE:

BRUNNER, BROOKS, CHANG, NADEL, QUAN, REID, WAN AND PRESIDENT DE LA FUENTE

AYES-

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

CEDA FLOYD

City Clerk and Clerk of the Council
of the City of Oakland, California