

CITY OF OAKLAND

Memorandum

TO: Skelly Hearing Officer
ATTN: Skelly Hearing Officer
FROM: Internal Affairs Division
DATE: October 25, 2021

RE: Scheduling the Skelly Hearing

Effective immediately, the Skelly hearing officer is responsible for scheduling the Skelly hearing. The Internal Affairs Division (IAD) staff will provide the Skelly material, the name and the contact information of the subject's representative. The Skelly officer has 10 business days after the Skelly materials are available to schedule the hearing.

The hearing must be held on the subject member's regular duty day and during their regular duty hours. **Overtime is not authorized for the subject of the Skelly hearing.** In addition, the hearing must be held without unnecessary delay (e.g. the subject would like to wait for a specific representative).

After you have determined the date, time and location of the hearing [often the Skelly officer is corresponding directly with representative to schedule], forward a confirmation email to the subject member, and the subject member's representative if applicable and BLee-Stephens@oaklandca.gov. Forward the sent e-mail to opdiad@oaklandca.gov; MSudame@oaklandcityattorney.org. Changes to the scheduled Skelly hearing meeting should be avoided. However, if a change is necessary, email confirmation of the new date must be distributed in the same manner as the original confirmation.

Confirmation email distribution list:

- **To:** [Subject Member]
[Subject Member's Representative;
Cc: BLee-Stephens@oaklandca.gov]
- **Forward** sent email to: MSudame@oaklandcityattorney.org; opdiad@oaklandca.gov

Timelines:

1. The deadline to forward the confirmation email is **10 business days** after the IAD notifies you that you are the Skelly hearing officer.
2. Members must be informed of the hearing at least 10 business days prior to their hearing date.

3. The Skelly Summary Report is due to the Chief of Police within 14 calendar days, see TB VB-T.04. If the submission deadline cannot be met, a request for an extension must be approved by the Chief of Police
 - a. If your request for an extension is approved by the Chief of Police, notify the IAD of the revised date. Send an email to BLee-Stephens@oaklandca.gov and opdiad@oaklandca.gov with the approved update.

Sample Language for the confirmation email:

Subject Line: Skelly Hearing – IAD Case# XX-XXXX Subject’s name

Greetings [Subject’s name],

The Skelly hearing for case XX-XXXX has been scheduled.

- Subject member: [Subject’s Name]
- Meeting Date: [Meeting Date]
- Meeting Time: [Meeting Time]
- Location: [Meeting Location]

The Internal Affairs Division shared a link to the file containing your Skelly material. Please review the material before the hearing. You, have the right to respond orally or in writing. If you choose to respond in writing, the deadline to do so is the date and time of the hearing listed above.

Thank you in advance for assisting.