



**CITY OF OAKLAND  
POLICE COMMISSION SELECTION PANEL  
(SPECIAL MEETING)**

**Meeting Agenda**

**Wednesday, August 10, 2022**

6:00 PM

Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

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**PUBLIC PARTICIPATION**

The Oakland Police Commission Selection Panel encourages public participation in the online board meetings. The public may observe and/or participate in this meeting in several ways.

**OBSERVE:**

- To observe the meeting by video conference, please click on this link at: <https://us02web.zoom.us/j/81724933594> the noticed meeting time.

Instructions on how to join a meeting by video conference are available at: <https://support.zoom.us/hc/en-us/articles/201362193>, which is a webpage entitled “Joining a Meeting”

- To listen to the meeting by phone, please call the numbers below at the noticed meeting time: Dial (for higher quality, dial a number based on your current location):

+1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799. For each number, please be patient and when requested, dial the following Webinar ID: 817 2493 3594

After calling any of these phone numbers, if you are asked for a participant ID or code, press #. Instructions on how to join a meeting by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting By Phone.”

**PROVIDE PUBLIC COMMENT:** There are three ways to make public comment within the time allotted for public comment on an eligible Agenda item.

- Comment in advance. To send your comment directly to the Selection Panel and staff BEFORE the meeting starts, please send your comment, along with your full name and agenda item number you are commenting on, to Felicia Verdin at [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov). Please note that eComment submissions close one (1) hour before posted meeting time. All submitted public comment will be provided to the Selection Panel prior to the meeting.
- By Video Conference. To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will then be unmuted, during your turn, and allowed to participate in public comment. After the allotted time, you will then be re-muted. Instructions on

how to “Raise Your Hand” are available at: <https://support.zoom.us/hc/en-us/articles/205566129>, which is a webpage entitled “Raise Hand In Webinar.”

- By Phone. To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing STAR-NINE (“\*9”) to request to speak when Public Comment is being taken on a eligible agenda item at the beginning of the meeting. Once it is your turn, you will be unmuted and allowed to make your comment. After the allotted time, you will be re-muted. Instructions of how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663>, which is a webpage entitled “Joining a Meeting by Phone.”

If you have any questions about these protocols, please e-mail Richard Luna, at [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov).

**1. Roll Call and Determination of Quorum**

**2. Public Comment**

Comments on all items will be taken at this time. Comments for items not on the agenda will be taken during Open Forum.

**ACTION ITEMS**

**3. Selection Panel Deliberations of Police Commission Applicants**

The Selection Panel will deliberate and take the following possible actions about the selection process for Police Commission members: amending the evaluation structure and selection criteria; reporting on reference checks; conducting second round of candidate interviews, amending the future meeting schedule; selecting the final Commissioner and Alternate Commissioner candidates to be submitted to City Council for confirmation and appointment to the Police Commission; and determining which candidates to place in the Reserve Pool.

- [Staff Report – Police Commissioner Deliberations, and Nomination Process](#)
- [Revised Applicant Evaluation Tool](#)
- [Applicant Interview Schedule \(2<sup>nd</sup> round\)](#)

**4. Approval of Selection Panel Meeting Minutes**

- [April 26, 2022 Meeting](#)
- [May 31, 2022 Meeting](#)
- [June 22, 2022 Meeting](#)

**5. Rules of Procedure**

The Selection Panel will discuss and take possible action on adopting Rules of Procedure for conducting its business.

- [Proposed Rules of Procedures](#)

**6. Selection Process & Nomination Improvements**

The Selection Panel will discuss and may take possible action on scheduling a meeting and/or creating an ad hoc committee to revisit a list of suggested changes to the selection and nomination process.

**7. Open Forum (maximum 15 minutes)**

Speakers will be called on by the facilitator as speakers “raise their hand” through video conference or by telephone. All speakers will be allotted a maximum of two minutes unless the Chairperson allocates additional time.

**8. Adjournment**

The meeting will adjourn upon the completion of the Selection Panel’s business.

Do you need an ASL, Cantonese, Mandarin or Spanish interpreter or other assistance to participate? Please email [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov) or call (510) 238-4756 or (510) 238-2007 for TDD/TTY five days in advance.

¿Necesita un intérprete en español, cantonés o mandarín, u otra ayuda para participar? Por favor envíe un correo electrónico a [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov) o llame al (510) 238-4756 o al (510) 238-2007 para TDD/TTY por lo menos cinco días antes de la reunión. Gracias.

你需要手語, 西班牙語, 粵語或國語翻譯服務嗎? 請在會議前五個工作天電郵 [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov) 或 致電 (510) 238-4756 或 (510) 238-2007 TDD/TTY.



# SELECTION PANEL REPORT

**TO:** Selection Panel for the  
Oakland Police Commission

**FROM:** Felicia Verdin  
Assistant to the City Administrator

**SUBJECT:** 2022 Nomination Process

**DATE:** August 8, 2022

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## Action Requested:

For the Selection Panel to:

1. Review, discuss and/or modify the 2022 nomination schedule.
2. Review, discuss and/or modify the evaluation and interview schedule.
3. Determine its next meeting or series of meetings.

## Executive Summary:

The Selection Panel received 13<sup>1</sup> Police Commissioner applications during the 2022 application period. All candidates that submitted an application by June 30, 2022 Selection Panel meeting were invited to an interview. Ten (10) applicants participated in a first round of interviews on August 4. During its August 4 meeting, the Selection Panel voted to invite 6 candidates to a second round of interviews.

At this meeting, the Selection Panel may also amend its process for evaluating candidates. The tentative interview schedule is included in Attachment A. During the second round of interviews on August 10, the Selection Panel will interview candidates and may decide to nominate a candidate as a Police Commissioner and/or alternate.

The term for the nominee will initiate on October 17, 2022. Staff proposes the Selection Panel make its decision no later than mid-August 2022, which will allow staff time to complete the required background check and submit the scheduling request and staff report to be heard at a City Council meeting in September.

During its April 26, 2022 meeting, the Selection Panel nominated Angela Jackson-Castain to serve as an Alternate on the Police Commission. On June 7, Ms. Jackson-Castain's appointment was confirmed by the Oakland City Council meeting. She attended her first meeting on June 23, 2022.

## Background:

In 2022, the Selection Panel will be nominating a slate of one (1) appointee to the Police Commission and (1) Alternated Police Commissioner for City Council approval. The term for Commissioner Jesse Hsieh, currently serving on the Police Commission will expire October 2022. Alternate Commissioner Angela Jackson-Castain's term will also expire in October 2022.

<sup>1</sup> One applicant, Heather Washington is not available to attend the interview on August 4, 2022. Eules Winbush declined due to personal reasons.

## Police Commissioner Terms

**Table 1: Terms for Current Police Commissioner**

<b>Commissioner</b>	<b>Appointing Authority</b>	<b>Term End Date</b>
Tyfahra Milele, <i>Chair</i>	Selection Panel	Oct. 2023
Marsha Peterson, <i>Vice-Chair</i>	Mayor	Oct. 2023
Brenda Harbin-Forte	Mayor	Oct. 2022
Rudolph Howell	Selection Panel	Oct. 2024
Jesse Hsieh	Selection Panel	Oct 2022
Regina Jackson	Mayor	Oct. 2021
David Jordan	Selection Panel	Oct. 2023
<i>Angela Jackson-Castain, Alternate</i>	Selection Panel	Oct. 2022
Karely Ordaz, Alternate	Mayor	Oct. 2023

## Nomination Schedule

The Selection Panel determined the 2022 nomination schedule as reference below in **Table 2**:

**Table 2: 2022 Nomination Schedule**

<b>Activity</b>	<b>Date</b>
Application released	May 2022
Joint press release with Mayor announcing 2022 nomination period	May 20, 2022
Incumbents notified	May 27, 2022
Application deadline	June 30, 2022
Candidate interviews (first round)	July 19, 2022—cancelled
Finalist interviews (first round)	August 4, 2022
Determination of slate	August 10, 2022
Background check process complete	early-September 2022
Council confirmation	September 20, 2022

As previously mentioned, if the goal is to get a nominee scheduled for confirmation at the City Council meeting of September 20, 2022, the Selection Panel will need to determine the nominee no later than mid-August 2022. All other dates can be adjusted accordingly based on input from the Selection Panel.

## 2022 Police Commission Application

The current Police Commission application available on the City's website at <https://cao-94612.s3.amazonaws.com/documents/Police-Commission-2022-Application.pdf>

The Police Commissioner Application is available online in English, Spanish, Chinese and Vietnamese on the Police Commission webpage ([www.oaklandca.gov/boards-commissions/police-commission](http://www.oaklandca.gov/boards-commissions/police-commission)).

Additionally, staff was able to provide the following outreach:

- Press release to all media contacts
- Email communication to announce and request distribution of information to:

- Mayor's Office
- City Council Offices
- City service provider networks
- Selection Panel Members
- Oakland Police Commissioners
- Community Police Review Agency
- Oakland Neighbors Inspiring Trust
- Latino Task Force
- Oakland Community Organizations

In 2020, Vice Chairperson Brendalynn Goodall worked with KLBX radio to run a 15-second Public Service Announcement (PSA) leading up to the application deadline. The PSA was advertised free of charge and aired 30 times between May 29 to June 12, 2020.

Also in 2020, Member Lorelei Bosserman organized outreach efforts by the Selection Panel and maintained a database of organizations that were contacted directly by Selection Panel Members.

Applicant Statistics

**Table 3** shows application statistics by nomination year. There were no nominations required in 2018.

**Table 3: Applications Statistics by Year**

Nomination Year	Applications Received	Applicants Invited to Interview	Nominations made by Selection Panel
2017	146	28	4 Commissioners; 1 Alternate
2019	16	10	1 Commissioner; 1 Alternate
2020	68	17	2 Commissioners
2021	16	5	1 Commissioner
2022	13	13	To be determined

For questions regarding this report, contact Felicia Verdin at (510) 238-3128 or [fverdin@oaklandca.gov](mailto:fverdin@oaklandca.gov).

Attachment:

- A) Revised 2022 Applicant Evaluation Tool
- B) 2021 Finalist Interview questions



**APPLICANT EVALUATION TOOL**  
**Position: Police Commissioner (Volunteer)**

**Position Description**

Serve on Police Commission public body of seven (7) members plus two (2) alternates. The Police Commission's role is to oversee the Oakland Police Department's policies, practices and customs to meet national standards of constitutional policing and oversee the Community Police Review Agency that investigates police misconduct and recommends discipline. Additional duties include hearing citizen complaints, making decisions determining outcomes.

**Core Competencies, Interview Questions & Evaluation**

Core competencies are the identified knowledge, skills, and/or abilities that are necessary to the successful performance of an Oakland Police Commissioner. The objective of the interview is to assess the competency and qualifications for serving as a Police Commissioner. The Selection Panel will ask each applicant a series of questions that are designed to understand the applicant's qualifications in the following areas:

- A. Interpersonal / Collaborative
  - a. Works cooperatively and productively with others to achieve results.
  - b. Respects and welcomes diverse perspectives. Able to process multiple points of view and achieve constructive results.
  - c. Respects the confidentiality of information or concerns shared by others.
  - d. Strong communications skills – both written and oral.
  
- B. Judgement / Decision-Making
  - a. Has a strong sense of urgency about solving problems and getting work done.
  - b. Effectively analyzes and interprets rules and regulations.
  - c. Understands inter-relational systems and influences.
  - d. Applies factual information, due diligence and sound judgment in making decisions and dealing with confidential and/or sensitive information.
  
- C. Analytic / Investigative Practices
  - a. Has knowledge and/or experience in sound investigative practices.
  - b. Has knowledge and/or experience in applying a racial equity framework and systems thinking approach to identifying and addressing issues.
  
- D. Values / Commitment / Perspective
  - a. Seeks and synthesizes community perspective into decision-making.
  - b. Able to commit time and energy to serving on Police Commission.
  - c. Brings perspective of community most impacted by law enforcement (e.g., race, gender, disability, residency, etc.)
  
- E. Level of Interest
  - a. Understands role and authority of Police Commission.



A. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Interpersonal / Collaborative**:

1. Tell us about your experience working effectively with others, including your experience working on other boards, commissions and groups. How did you handle conflict in these situations?
  
2. Scenario: The Commission's members strongly disagree on an issue. What would you do to forge a consensus or reach a compromise?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Interpersonal / Collaborative</b>					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

B. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Judgement / Decision-Making**:

3. While serving on the Police Commission there will be a great deal of pressure from the public, fellow commission members and City staff. What skills will you draw on to manage this and come to a fact-based decision?
4. Being a Commissioner may involve being insulted by the public and criticized by the police. Have you ever been publicly insulted? What advice would you give to someone about how to handle it?
5. Has someone you disagreed with ever changed your mind about something? Please provide an example.

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Judgement / Decision-Making</b>					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

C. Based on the responses to the following interview questions, rate the applicant’s strength of the **Core Competency – Analytic / Investigative Practices**:

6. Throughout the Federal Court's oversight of O.P.D., the Court has consistently criticized OPD's Internal Affairs Division for the thoroughness, objectivity and professionalism of its investigations of alleged officer misconduct and there is a public perception that both line police officers and their supervisors are rarely held accountable. What structural or policy changes should the Commission explore to address this issue? KEEP
  
7. With the assistance of a Court-appointed expert, it has been fully established that OPD officers have for some time and continue to make racially-biased stops of motorists and pedestrians. What actions should the Commission take to change this OPD practice?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Analytic / Investigative Practices</b>					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

D. Based on the responses to the following interview questions, rate the applicant's strength of the **Core Competency – Values / Commitment / Perspective**:

8. Tell us about your community involvement and what groups you are affiliated with.
9. While serving on the Commission you will learn information that may not be familiar to your life experience, share a brief experience where you had to see through many lenses.
10. Why do you want to be part of the Oakland Police Commission and what impacts would you like to see the Oakland Police Commission have and accomplish?
11. What skills would you bring to the Oakland Police Commission?
12. What is the Police Commission doing right?
13. If you became a Police Commissioner, what would you do differently?
14. For you personally, which of your work, community service and/or organizational leadership experiences would help you in serving on the Oakland Police Commission?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Values / Commitment / Perspective</b>					
Comments	<p><i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i></p>				

E. Based on the responses to the following interview questions, rate the applicant’s strength of the Core **Competency – Level of Interest**:

15. When did you first become interested in the Police Commission? What have you done to learn more about it? And what are your impressions?

Core Competency	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Level of Interest</b>					
Comments	<i>Note. The Comments section allows for a qualitative assessment, to complement the quantitative scores.</i>				

	Exceptional (5)	Strong (4)	Fair (3)	Weak (2)	Not Acceptable (1)
<b>Overall Score</b>					
Comments					

Police Commission Selection Panel - Applicant Interview Schedule (2nd round)

**Wednesday, August 10, 2022**

*Via Teleconference*

	Time Slot	Applicant Name
1	6:30 PM	Jesse Hsieh
2	6:50 PM	Angela Jackson-Castain
3	7:10 PM	Stacy Thompson
4	7:30 PM	Monica Hollins
5	7:50PM	Rakita O'Neal
6	8:10 PM	Margaret Grimsley

To participate, please click the link: <https://us02web.zoom.us/j/81724933594> and join the Zoom meeting prior to your interview start time. When the Panel is ready for your interview, you will be asked to "Raise your Hand" in Zoom and will be promoted as a Panelist. Please note your video will be enabled, and that all meetings are open to members of the public.

All candidate applications can be found here: [www.oaklandca.gov/documents/selection-panel-interview-schedule-and-candidate-applications-2](http://www.oaklandca.gov/documents/selection-panel-interview-schedule-and-candidate-applications-2)





**CITY OF OAKLAND  
POLICE COMMISSION SELECTION PANEL  
(SPECIAL MEETING)**

**DRAFT Meeting Minutes**

**Tuesday, April 26, 2022**  
Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

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**1. Roll Call and Determination of Quorum**

Quorum was determined and the meeting started at approximately 6:00 pm.

Members present: Chairperson James Chanin, Vice Chairperson Brendalynn Goodall, Gay Plair Cobb, Don Link, Lorelei Bosserman, Monique Rivera, Rickisha Herron, and Bill Thomasson.

Members Absent: Langston Buddenhagen

Staff present: Felicia Verdin

City Attorney Staff present: Allison Dibley

**2. Open Forum**

Public comments were provided by the following speakers:

Assata Olugbala  
Gene Hazard

**3. Welcome New Police Commission Selection Panelist – Monique Rivera, appointed by City Council District 5**

**Approval of Agenda for Special Meeting, April 26, 2022**

A motion was made by Monique Rivera, seconded by Brendalynn Goodall, to approve the meeting agenda for April 26<sup>th</sup>, 2022, as is.

Adopted by acclamation.

**4. Discussion on Current Vacant Alternate Commissioner Seat**

Selection panel held a discussion on the current vacant Alternate Police Commissioner, Police Commission application and the staff report.

A motion was made by Bill Thomasson, seconded by Don Link, to allow the two reserve pool candidates that accepted the Ginale Harris and Angela Jackson-Castain to address

the Selection Panel for five (5) minutes, before the commission makes a decision about filling the Alternate Vacancy. The motion passed with 8 Ayes, (James Chanin, Brendalynn Goodall, Gay Plair Cobb, Donn Link, Lorelei Bosserman, Monique Rivera, Rickisha Herron, Bill Thomasson), one (1) excused (Langston Buddenhagen).

The chair proposed having two discussion areas: 1) leave the seat vacant and conduct applicant outreach for the vacant alternate seat, or 2) choose and appoint an alternate from the current pool of applicants until October 21, 2022.

A second motion to not fill the current vacant Alternate Commissioner seat until October, 2022 and keep the current vacancy open and recruit from the larger pool, was made by Brendalynn Goodall, seconded by Gay Plair Cobb. The motion was not called to the floor.

A substitute motion was made by Don Link, seconded by Monique Rivera, to make an appointment tonight from someone from the reserve pool to the position until October 2022. The motion passes with 5 aye votes (James Chanin, Gay Plair Cobb, Don Link, Lorelei Bosserman, Monique Rivera, Bill Thomasson), with two (2) noes (Brendalynn Goodall and Rickisha Herron, and 1 Excused (Langston Buddenhagen).

A third motion by Lorelei Bosserman, seconded by Bill Thomasson, was made to nominate and appoint Angela Jackson-Castain as an Alternate Police Commissioner. The motion passes with 7 aye's (James Chanin, Donn Link, Lorelei Bosserman, Monique Rivera, Rickisha Herron, Bill Thomasson, Gay Plair Cobb), 1 Abstain (Don Link), and 1 Excused (Langston Buddenhagen).

Public Comments were provided by the following speakers:  
Assata Olugbala.  
Jean Hazard  
Caller ending in -6932  
Michele Lazaneo

A substitute motion was made by Don Link, seconded by James Chanin, to select and appoint Ginale Harris as an Alternate Police Commissioner. The motion fails with 3 aye votes (James Chanin, Brendalynn Goodall, Don Link, 3 noes (Lorelei Bosserman, Monique Rivera, Bill Thomasson), 2 abstain (Gay Plair Cobb, Rickisha Herron), 1 excused (Langston Buddenhagen).

Public Comments were provided by the following speakers:  
Caller ending in -9932  
Gene Hazard  
Assata Olugbala  
Mary Vail  
Mariano Contrera

## **5. Report from the Procedure Improvement Ad hoc Committee**

Ad Hoc Committee for Procedure Improvement will return to the next meeting with comments and request feedback from the Selection Panel Members on the Procedure Improvement report.

Public Comments were provided by the following speakers:  
E. Bernstein  
Mariano Contreras  
Assata Olugbala

## **6. 2022 Police Commissioner Application and Selection Process**

Updated Schedule for Updated New Applications deadline was originally set for April 21 through June 30. The City of Oakland will issue a press release.

Selection Panel Members set a potential first interview dates for August 2 (or potentially August 4) as determined on July 19. Second follow-up interview dates potentially for Wednesday, August 10 with candidate reference checks.

Ad-hoc Sub-Committee for candidate question analysis to be composed by Brendalynn Goodall, Gay Plair Cobb, and Rickisha Herron.

Public Comments were provided by the following speaker(s):  
Assata Olugbala

## **7. Police Commissioner Application Outreach**

Selection Panel Members discussed current and renewed outreach efforts, that will include an announcement in the Mayor's newsletters, and outreach to other communication lists.

No objections to renewed and expanded outreach efforts.

Public Comments were made by the following speaker(s):  
Assata Olugbala

## **8. Adjournment**

The meeting was adjourned at 9:57 pm.



**CITY OF OAKLAND  
POLICE COMMISSION SELECTION PANEL  
(SPECIAL MEETING)**

**DRAFT Meeting Minutes**

**Monday, May 31, 2022**  
Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Langston Buddenhagen (District 3), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

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**1. Roll Call and Determination of Quorum**

Quorum was determined and the meeting started at approximately 6:00 pm.

Members present: Chairperson James Chanin, Vice Chairperson Brendalynn Goodall, Gay Plair Cobb, Don Link, Langston Buddenhagen, Lorelei Bosserman, Monique Rivera, Rickisha Herron, and Bill Thomasson.

Staff present: Felicia Verdin.

City Attorney Staff present: Allison Dibley.

**2. Open Forum**

Public comments were provided by the following speaker(s):  
Assata Olugbala

**3. Resolution to Continue Teleconferencing Meetings**

A motion to approve using Teleconferencing to continue the Police Commission Selection Panel meetings was made by Gay Plair Cobb, seconded by Don Link. The motion passed with 9 Ayes (Chanin, Goodall, Plair Cobb, Link, Buddenhagen, Bosserman, Rivera, Herron, and Thomasson).

Public comments were provided by the following speaker(s): none

**4. Determining Selection of Chairperson**

Brendalynn Goodall nominates James Chanin to be the chairperson. Don Link asked Brendalynn Goodall if they would accept the nomination if they were considered. Monique Rivera nominates Bill Thomasson, but he declines the nomination.

Brendalynn Goodall motions to nominate James Chanin to be the holdover chairperson until a replacement is found. The motion passes with 8 Ayes (Goodall, Plair Cobb, Link, Buddenhagen, Bosserman, Rivera, Herron, and Thomasson), and 1 Abstention (Chanin).

Public comments were provided by the following speakers:  
Assata Olugbala

**5. Determining Selection of Vice Chairperson**

Brendalynn Goodall motions to nominate Rickisha Herron to be Vice Chair, seconded by Lorelei Bosserman; Rickisha Herron accepts the nomination. The motion passes with 9 Ayes (Chanin, Goodall, Plair Cobb, Link, Buddenhagen, Bosserman, Rivera, Herron, and Thomasson).

Public comments were provided by the following speakers:  
Assata Olugbala

**6. Approval of Selection Panel Meeting Minutes**

Correction of meeting minutes was made by Brendalynn Goodall, Don Link, and Lorelei Bosserman, and moved to accept the corrected Meeting Minutes, seconded by Lorelei Bosserman. Items 5 and 6, with counts of votes correction. The item was deferred until the next Police Commission Selection Panel meeting.

**7. Annual Training and Orientation to City Charter Section 604 – Police Commission**  
City Attorney Staff Allison Dibley presented to the Selection Panel the City Charter and bylaws of Section 604.

**8. 2022 Police Commissioner Nomination Process**

Selection Panel was updated that Angela Jackson-Castain is on the consent calendar for June 7<sup>th</sup>, 2022 for nomination to serve as an Alternate on the Police Commission. Gay Plair Cobb mentioned correction on the Table commissioners and Appointing Authorities: Marsha Peterson a Mayoral Appointing Authority, Tyfahra Milele Selection Panel, and Regina Jackson Mayoral Appointing. Selection Panel Members brought up reinforcing efforts for public engagement for application submissions. The flyer would be translated into Spanish, and provided to the Oakland Public Libraries for distribution throughout the system.

Public comments were provided by the following speakers:  
Cathy L.  
Assata Olugbala  
Caller ending in -1779  
Mariano Contreras

**9. Report from the Procedure Improvement Ad hoc Committee**

Selection Panel member Lorelei Bosserman began discussion on the Selection Procedure draft report. Chair Chanin requested to have the red-lined document showing changes for next meeting.

Public comments were provided by the following speakers:

Assata Olugbala

Cathy L.

Mary Vail

## **10. Adjournment**

The meeting adjourned at 9:00PM.

DRAFT



**CITY OF OAKLAND  
POLICE COMMISSION SELECTION PANEL  
(SPECIAL MEETING)**

**DRAFT Meeting Minutes**

**Wednesday, June 22, 2022**  
Via Teleconference

Selection Panel Members: Chairperson James Chanin (District 2), Vice Chairperson Brendalynn Goodall (Mayor), Gay Plair Cobb (At Large), Don Link (District 1), Lorelei Bosserman (District 4), Monique Rivera (District 5), Rickisha Herron (District 6), and Bill Thomasson (District 7).

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**1. Roll Call and Determination of Quorum**

Quorum was determined and the meeting started at approximately 6:00 pm.

Members present: Chairperson James Chanin, Vice Chairperson Brendalynn Goodall, Gay Plair Cobb, Don Link, Lorelei Bosserman, Monique Rivera, and Rickisha Herron.

Absent: Langston Buddenhagen

Thomasson arrived at approximately 6:30pm

Staff present: Felicia Verdin

City Attorney Staff present: Allison Dibley

**2. Open Forum**

Public comments were provided by the following speakers:

**3. Resolution to Continue Teleconferencing Meetings:**

A motion was made by Gay Plair Cobb, seconded by Rickisha Herron, to approve the resolution to continue teleconferencing. The motion was passed with 7 ayes (Chanin, Goodall, Plair Cobb, Link, Bosserman, Rivera, Herron).

**4. Approval of Selection Panel Meeting Minutes (April 11, 2022)**

A motion to accept and approve the Selection Panel Meeting Minutes was made by Brendalynn Goodall, seconded by Gay Plair Cobb. A change to minutes, page 2 table 1 from “Jess” to “Jesse.” Change Page 2, Item 4, Paragraph 4, to remove “Bill Thomason.” The motion carries with 6 ayes (Chairperson James Chanin, Vice Chairperson Brendalynn Goodall, Gay Plair Cobb, Don Link, Lorelei Bosserman, and Rickisha Herron) and 1 abstention (Monique Rivera).

**5. 2022 Police Commissioner Nomination Process.**

A discussion on whether to extend the Police Commissioner application deadline was held. Agreed that keep the final deadline of June 30<sup>th</sup> for the application for the Police Commission.

Selection Panel member Bill Thomasson has joined the Police Commission Selection Panel.

Interview dates were set back to August 2, and applications will be shared with the Selection Panel as they are submitted and received by staff. On July 6, the Panel will begin Selection Panel scoring of applications. Following the Selection Panel meeting on July 19, applications will be reviewed and scored, with August 2 set to interview candidates.

Public Comments were provided by the following speaker(s):

Caller ending in -1779  
Millie Cleveland

**6. Outreach Strategy and Process for Selecting Commissioners:**

A discussion was held by the Selection Panel on current and possible renewed outreach efforts to encourage application submissions from the community.

Public Comments were made by the following speaker(s): none

**7. Report from the Procedure Improvement Ad hoc Committee:**

Selection Panel Member Brendalynn Goodall announced soft skills questions and the Ad hoc committee will present during the July 19 meeting to the entire Police Selection Panel.

Selection Panel Member Lorelei Bosserman delivered remarks on updated comments as determined by the “red lines” in the Selection Panel’s draft procedures.

Public Comments were made by the following speaker(s):

Mary Vail  
Anne Janks  
F. Grinage

**8. Discussion Regarding Public Comment & Open Forum:**

Panel Member Monique Rivera proposed possibly indicating where to include public comments only for items that require action items. Panel Member James Chanin proposed public comments during the beginning, Open Forum, before Adjournment, and only for action items requiring action votes, written on the agenda. Panel Member Plair Cobb suggested emulating public comments in the beginning, and open forum at the end.



Public Comments were made by the following speaker(s):  
Anne Jenks

A motion was made by Bill Thomasson and seconded by Don Link to have public comment at the beginning and end, and before any motion is voted on during Selection Panel meetings. The motion passed with 8 ayes (Chairperson James Chanin, Vice Chairperson Brendalynn Goodall, Gay Plair Cobb, Don Link, Lorelei Bosserman, Rickisha Herron, Monique Rivera, and Bill Thomasson).

**9. Adjournment:**

The Police Commission Selection Panel adjourned at approximately 8:00PM.

DRAFT

## Proposed Selection Procedure

### 1. PURPOSE

- 1.1 This document describes the procedure used by the Selection Panel (SP) for recruiting and selecting people to serve on the Oakland Police Commission (PC).

### 2. OVERVIEW

- 2.1 Selections are made every year, to replace or reappoint commissioners whose terms expire. The selection process typically takes place between February and July and consists of recruiting applicants (outreach), reviewing applications, interviewing applicants, checking applicant references, and voting on who to appoint. The final selections should be made by August, so that there is enough time for staff to do background checks before the nominees are submitted to the City Council for approval. The nominees must be submitted to the City Council before the terms of the outgoing commissioners expire on October 15. If approved by the City Council, the new commissioners begin their terms on October 16.
- 2.2 If a commissioner who was selected by the SP resigns or is removed before their term expires, the SP must fill the vacancy. The SP may hold a special meeting and select someone from the Reserve Pool (if one exists) to fill the vacancy. Alternatively, the SP may choose to find a replacement during the regular annual selection process, or to hold a special recruitment and selection cycle.

### 3. PRINCIPLES

#### 3.1 Mission

- 3.1.1 The goal of the SP is to select a diverse group of commissioners who can maintain an objective perspective, focus on facts, and exhibit a spirit of collaboration and community focus, for the betterment of policing in the City of Oakland.

#### 3.2 Diversity

- 3.2.1 One important element of a strong commission is diversity—diversity of race, gender, class, background, neighborhood, age, job experience, and personal experience. The diversity of the commission ensures its likelihood to serve the diverse community in the City of Oakland. People with different backgrounds bring different skill sets, different perspectives, and different insights to the work.

### 3.3 Representation

- 3.3.1 Another important element of a strong commission is representation. The commission must include people from the communities that are most heavily impacted by police misconduct. People who have experienced or witnessed police misconduct know more about what needs to change, what changes are most likely to work, and what the potential pitfalls of new approaches might be.
- 3.3.2 National statistics show that Black people, Native American people, and Latino people are significantly more likely to be killed by police officers than white people. Presumably they are also more likely to experience other types of police misconduct.
- 3.3.3 Other groups that are often heavily impacted by police misconduct include LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing, young people, and immigrants.
- 3.3.4 Historically, the victims of certain types of crime have often been neglected or mistreated by the criminal justice system. Examples include members of communities that are often targeted by hate crimes, victims of sexual assault, victims of sexual exploitation, and victims of domestic violence. People who have experienced this kind of neglect or mistreatment at the hands of the criminal justice system can also bring valuable perspectives and insights to the work of the PC.

### 3.4 The Applicant's Experience

- 3.4.1 Applying to be on the PC and undergoing the public selection process is difficult and stressful. Every effort should be made to minimize the unpleasantness of the applicant's experience (without compromising the effectiveness of the process). The SP should express appreciation to the applicants—individually and collectively, verbally and in writing.

## 4. AD HOC COMMITTEES AND DESIGNEES

- 4.1 Ad hoc committees can be formed to perform any of the tasks in this procedure except the final applicant interviews and the final vote to select the commissioners (which must be done by the full SP).
- 4.2 Similarly, any task in this procedure (except the final applicant interviews and the final vote to select the commissioners) can be delegated to a single member of the SP (a designee).
- 4.3 Typically, committees and designees make recommendations which are voted on by the entire SP. If desired, the SP can authorize the committee or designee to perform the task as they see fit without getting approval from the SP on the details. (For example, the SP may authorize a designee to write a letter and send it without bringing the letter back to the SP for approval.)

5. RECRUITING APPLICANTS AND SELECTING COMMISSIONERS

- 5.1 The SP typically meets from February to August each year, meeting monthly or more often as required.
- 5.2 The most urgent tasks are setting the schedule for the year—particularly the application deadline—and doing outreach to recruit applicants. If possible, these tasks should be addressed at the first meeting of the year (typically in February).
- 5.3 Applications are accepted all year.
- 5.4 Staff includes all the applications received to date in the agenda packet for every meeting, so that SP members can begin reviewing the applications at any time.
- 5.5 Every agenda packet should include the following:
  - This procedure
  - The Applicant Evaluation Tool
  - All applications received so far
- 5.6 Setting the Schedule
  - 5.6.1 With staff guidance, decide on a schedule for the year. In 2021, the schedule was as follows:

Activity	Date
Incumbents notified	March 5, 2021
Updated application released	April 21, 2021
Joint press release with Mayor announcing 2021 nomination period	April 21, 2021
Community organizations contacted by staff	April 23, 2021
Previous applicants invited to reapply	April 26, 2021
Email to Mayor and City Council Offices requesting officials to share information	April 28, 2021
Application deadline	June 15, 2021
Deadline for Selection Panel to review applications	TBD
Candidate interviews (first round)	TBD
Finalist interviews (second round)	TBD
Determination of slate	Mid-August 2021
Background check process complete	Early-September 2021
Council confirmation	October 5, 2021

- 5.6.2 The final selections must be made in time for staff to complete background checks before the names of the nominees are submitted to the City Council.
- 5.6.3 The City Council must approve the nominees before October 16, when the new commissioners begin their terms.

## 5.7 Outreach (Recruiting Applicants)

- 5.7.1 The goal of outreach is to let people in a variety of communities know that they can apply to be on the PC and give them information about the PC and how to apply.
- 5.7.2 It is especially important to reach people who are members of communities that are heavily impacted by police misconduct, such as Black people, Native American people, Latino people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing or who have lived without housing in the past, young people, and immigrants.
- 5.7.3 Contact Person
  - 5.7.3.1 The SP designates someone (preferably an SP member) to be the contact person for members of the public who have questions about applying to be on the PC. This person's name and/or contact information appear on outreach literature.
- 5.7.4 Press Release
  - 5.7.4.1 The SP asks staff to write a press release and obtain a copy of the City's current list of people and organizations that usually receive press releases from the City.
  - 5.7.4.2 Staff writes a press release and gets the mayor's approval. (See Appendix A for a sample press release.)
  - 5.7.4.3 Staff includes the press release and the City's usual list of recipients in the agenda packet for the next meeting.
  - 5.7.4.4 The SP approves the press release as is or requests changes.
  - 5.7.4.5 The SP asks staff to distribute the press release to the City's list of people and organizations that usually receive press releases from the City.
  - 5.7.4.6 If desired, the SP asks staff to distribute the press release to additional recipients.
  - 5.7.4.7 Staff distributes the press release to the City's usual recipients and any additional recipients designated by the SP.
  - 5.7.4.8 The SP asks staff to keep a running list of who will be notified.
  - 5.7.4.9 The SP asks staff to keep a running list of who has been notified.
  - 5.7.4.10 If desired, a press conference can be held by the SP, the chair of the SP, and/or the mayor.
- 5.7.5 The SP asks staff to do outreach to radio stations, local social media accounts, KTOP-TV, the local press, including the minority press, and more.
- 5.7.6 See Appendix L for sample radio announcements.

- 5.7.7 Social Media Posts, Newsletter Announcements, and Website Announcements
  - 5.7.7.1 The SP reviews the suggested text in Appendix B and Appendix C, makes any desired changes, and then approves the text for use this year. If desired, the SP can designate a committee or designee to rewrite this text.
  - 5.7.7.2 The SP asks staff to post the suggested text on the city’s social media platforms, newsletters, etc. and requests that the text be posted weekly until the application due date.
  - 5.7.7.3 The SP asks staff to post the suggested text on the PC and SP websites and remove it after the application due date.
- 5.7.8 Letter to the Mayor and City Council Members
  - 5.7.8.1 The SP reviews the sample email message in Appendix D, makes any desired changes, and then approves the text for use in the current year.
  - 5.7.8.2 The SP asks staff to send the email to the mayor and City Council members.
- 5.7.9 Personal Contacts
  - 5.7.9.1 SP members post information on their own social media accounts and ask their friends and associates to do the same.
  - 5.7.9.2 SP members reach out to individuals they think should apply to be on the PC.
  - 5.7.9.3 SP members reach out to Neighborhood Councils.
  - 5.7.9.4 SP members reach out to individuals and organizations that could spread the word to Oakland residents, especially Oakland residents from communities that are heavily impacted by police violence and other police misconduct (such as Black people, Native American people, Latino people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people who are living without housing or who have lived without housing in the past, young people, and immigrants).
  - 5.7.9.5 SP members reach out to organizations whose members have skills or expertise doing the types of work that Police Commissioners do, such as reviewing and rewriting policies, overseeing organizations, community engagement, labor relations, or personnel administration. *Let’s appoint an ad hoc committee to ask current and former commissioners what they think we should look for.*

- 5.7.10 The recommended procedure for contacting organizations and individuals includes the following steps:
- 5.7.10.1 If possible, find a contact name as well as a phone number and email address.
  - 5.7.10.2 Send an email (see Appendix E for a sample email) describing the PC, the application process, and the deadline, and asking the following:
    - Are you interested in applying?
    - Can you think of someone you know who would be perfect for this?
    - Can you help us spread the word?
      - Would you please post something on your social media accounts and ask your friends to do the same? (Include sample text in the email message.)
      - Does your organization have a newsletter or website or email list or social media accounts that you could put an announcement/email/post in? (Include sample text in an attachment.)
      - Does your organization have a meeting where someone could make an announcement?
  - 5.7.10.3 Follow up with a phone call.
- 5.7.11 Contacting Commissioners Whose Terms Are Expiring
- 5.7.11.1 Staff determines which commissioners have terms that are expiring in October of the current year.
  - 5.7.11.2 Staff notifies them that their terms are expiring.
  - 5.7.11.3 Staff includes commissioners who were appointed by the mayor as well as those appointed by the SP.
  - 5.7.11.4 If the commissioners are eligible to be re-appointed (if they have served only one term), staff invites them to apply and includes the application form for sitting commissioners. Staff asks the incumbents to inform the SP by a certain date whether or not they intend to reapply.
  - 5.7.11.5 Staff notifies Alternate Commissioners that they are eligible to apply to be Regular Commissioners. Staff includes the application form for sitting commissioners. Staff asks the Alternate Commissioners to inform the SP by a certain date whether or not they intend to reapply.
- 5.7.12 Assistance from the Public
- 5.7.12.1 The SP chair or designee makes an announcement at every SP meeting encouraging members of the public to help spread the word.
  - 5.7.12.2 Staff adds this announcement to the agenda for every SP meeting.

- 5.7.12.3 Staff makes sample text available to the public electronically. (See Appendix B and Appendix C for sample text.)
- 5.7.12.4 The SP designates someone to make announcements at PC meetings. (See Appendix F for sample wording.)

## 5.8 Reviewing This Procedure Every Year

- 5.8.1 The SP should review and revise this procedure as early as possible each year, preferably in February or March, so applicants have adequate time to notify references and prepare for interviews.
- 5.8.2 If a process improvement ad hoc committee was appointed the previous year, they present their recommended changes and the SP votes on them.
- 5.8.3 If there was no process improvement ad hoc committee or designee, or if the committee or designee makes no recommendations, the SP decides whether to review and revise the procedure as a full panel or use the current procedure.
- 5.8.4 This can also be done after the current selection cycle is complete, sometime after July, for use in the following year.
- 5.8.5 Improvements from year to year are encouraged. Changing the procedure at the last minute is discouraged.
- 5.8.6 Any or all of the following documents can be revised:
  - this document
  - the interview questions for new applicants
  - the interview questions for incumbents
  - the Application Evaluation Tool
  - the application for new applicants
  - the application for incumbents
- 5.8.7 This document is revised as necessary.
- 5.8.8 Staff includes the new version in the agenda packets for future meetings.
- 5.8.9 Staff posts the current version of this document on the SP website.

## 5.9 Training

- 5.9.1 Training in ethics, equity, and City Code section 604 is mandatory and will be arranged by staff.
- 5.9.2 In addition, it may be desirable to consult the **City of Oakland's Human Resources Department** or hire a human resources professional to provide training in recruiting applicants, writing interview questions, interviewing candidates, and evaluating candidates. If possible, this should happen before the interview questions are finalized.



- 5.10 Acknowledging Applications
- 5.10.1 Throughout the year, staff sends a letter to everyone who applies to be on the PC. (See Appendix G for a sample.)
- 5.10.2 Before adjourning for the year, the SP writes and approves the letter for the following year.
- 5.11 Updating Interview Questions
- 5.11.1 If desired, the SP can review and revise the interview questions in the Applicant Evaluation Tool.
- 5.11.2 Staff includes the current Applicant Evaluation Tool in every agenda packet.
- 5.12 Reviewing Applications and Selecting Applicants to Interview
- 5.12.1 The SP schedules a meeting for approximately one week after the application due date, unless staff asks for a different timeline.
- 5.12.2 Staff makes sure the agenda packet for that meeting includes the following:
- All the applications received by the due date.
  - A table showing the names and demographic information of all the applicants. (See previous years for examples.)
  - The Application Evaluation Tool.
- 5.12.3 At that meeting, the SP makes a tentative decision about how many applicants to interview and agrees on a method for choosing those applicants. For example, if there are 100 applicants, the SP may decide that every SP member can vote for 20 applicants, then staff will tally the votes, and the SP as a whole will consider interviewing the 30 applicants who got the most votes.
- 5.12.4 Also at that meeting, the SP determines a deadline for SP members to finish reviewing all the applications and send their votes to staff.
- 5.12.5 The SP schedules a meeting for approximately one week after the deadline, unless staff asks for a different timeline.
- 5.12.6 Every SP member reads every application.
- 5.12.7 SP members consider several things, including the following:
- the applicant's level of dedication to police accountability work
  - the applicant's knowledge of the PC
  - the applicant's relevant lived experiences interacting with the police or witnessing police interactions with other members of the community
  - the applicant's skills and expertise doing the types of work that Police Commissioners do, such as policy review and drafting experience, overseeing an organization, community engagement, labor relations, or

personnel administration *Let's appoint an ad hoc committee to ask current and former commissioners what they think we should look for.*

- the applicant's ability to present clear and objective views, based on facts
- the applicant's ability to work constructively with others
- the applicant's established connections with the community
- the current makeup of the PC
- which applicants can provide diversity and representation

*Important: Issues of diversity and representation should be considered even in these early steps. We can't choose diversity and representation at the end of the process if we eliminate it at the beginning of the process.*

*Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more likely to have resumes. This may make a good impression, but it does not mean they would be better commissioners.*

5.12.8 Each SP member sends their votes to staff by the due date.

5.12.9 Staff tallies the votes and includes the results in the agenda packet for the next meeting, including how many votes each applicant got and which SP members voted for which applicants, and listing the applicants in order of how many votes they got.

**Important: Staff must make it clear in the agenda packet that these votes do not indicate the SP's final decisions about who to interview.**

5.12.10 At the meeting, the SP discusses the votes and the candidates.

5.12.10.1 First, identify a preliminary group to consider. Depending on the votes, the SP may decide to consider a different number of applicants than originally planned. (For example, if the SP has decided to interview the top 30 vote-getters but there is a three-way tie for number 29, the SP may choose to interview the top 28 vote-getters or the top 31 vote-getters.)

5.12.10.2 If a member of the SP thinks there is an applicant who should be interviewed even though they didn't make it into this preliminary group, the panel member can explain why. Some possible reasons might be: (1) the applicant has an important quality that may have been overlooked by other panel members; (2) the applicant could bring more diversity to the commission; or (3) the applicant could increase the representation of impacted communities on the commission. For example, if the PC currently consists of attorneys and CEOs, the SP might be interested in appointing a working-class person if a qualified

working-class person applies. If there is a working-class applicant with a really great application who makes it into the top 40 vote-getters but not the top 30, the SP may choose to interview that applicant in addition to the top 30.

5.12.10.3 The SP discusses the pros and cons of interviewing any applicant who didn't make the cutoff but is being advocated for by an SP member.

5.12.10.4 The SP votes on whether to interview any applicants who did not make the cutoff.

*Important: Issues of diversity and representation should be considered even in these early steps. We can't choose diversity and representation at the end of the process if we eliminate it at the beginning of the process.*

*Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more likely to have resumes.*

## 5.13 Interviewing Candidates

5.13.1 The SP decides whether to ask candidates to make 5-minute statements before holding full interviews.

5.13.2 Staff contacts the candidates and schedules 5-minute statements or 30-minute interviews.

5.13.3 When contacting a candidate to schedule an interview or 5-minute statement, staff informs the candidate of the following (in writing):

- The SP appreciates their willingness to apply for this very difficult and demanding work.
- The number of people who will be interviewing them.
- The interview will be broadcast live and recorded and stored for public access.
- The SP may discuss their strengths and weaknesses in public.

5.13.4 Staff sends a statement about evaluation criteria to the candidates, along with a copy of the Applicant Evaluation Tool. See Appendix H for a sample.

5.13.5 When sending letters to applicants who are not being interviewed, make sure the letters include information about next steps they can take to get involved in the work of the PC and/or who they can contact for questions.

- 5.13.6 At every meeting that includes an interview or a 5-minute statement from a candidate:
- Explain the selection process to the public.
  - Inform the public that the interview questions and priorities are listed in the Applicant Evaluation Tool (which is in the agenda packet) although follow-up questions are also allowed.
  - Inform the public that evaluation criteria are listed in this document (which is in the agenda packet) and have been sent to all the applicants who are being interviewed.
  - If incumbents are being interviewed, remind the public that the incumbent's interview is only part of what the SP considers. The SP also considers the incumbent's demonstrated performance as a commissioner. Refer the public to the video recordings and agenda packets from the last 3 years of PC meetings.
  - Express appreciation to the candidates for applying and undergoing public interviews.
- 5.13.7 For full interviews:
- Typically, the members of the SP take turns asking candidates questions from the Applicant Evaluation Tool. Follow-up questions are also allowed.
  - Consider including 3-5 minutes at the beginning or end of each interview for the candidate to make a presentation (especially if they did not make 5-minute presentations earlier).
- 5.13.8 After the initial interviews or 5-minute statements, the SP decides who to invite to the next round of interviews.
- Important: Try to avoid eliminating candidates for reasons related to class or profession or level of education. For example, people in some lines of work might be more experienced and comfortable with the kind of interviews the SP is conducting.*
- 5.13.9 Discussing candidates is allowed but not required. When doing so, be mindful of the candidates' feelings and their public reputations. SP meetings are recorded, and the recordings will be available online for years to come, easily accessible by family members and potential employers. Never insult candidates publicly, and avoid criticizing them publicly unless it is absolutely necessary in order to explain specific concerns to the other SP members. Do not speculate on unknown facts, such as an applicant's country of origin or what a formerly incarcerated person's alleged crime was.
- 5.13.10 At least 6 finalists should be interviewed, so there are enough vetted finalists to form a Reserve Pool even if some finalists withdraw from the process. If two commissioners need to be selected, at least 7 finalists should be interviewed.

- 5.13.11 Every finalist should be interviewed at least twice, for at least 30 minutes each time, before a final decision is made.
  - 5.13.12 After each round of interviews, SP members are given another chance to discuss the candidates and share information, observations, and opinions. Be mindful of the finalists' feelings and public reputations.
  - 5.13.13 Letters to candidates who were not selected should express appreciation for applying for a volunteer position and undergoing public interviews. They should also include information about how they can get involved in the work of the PC and/or who they can contact for questions.
  - 5.13.14 Letters to candidates who were selected for the Reserve Pool should also express appreciation for applying and undergoing public interviews, and they should also include information about how they can get involved in the work of the PC and/or who they can contact for questions.
  - 5.13.15 Additional interviews or other measures can be added to the process if desired by a majority of the SP.
- 5.14 Checking References
- 5.14.1 Before the final interviews, SP members call each finalist's three references and ask a set of agreed-upon questions. (See Appendix J for a sample list of questions.)
  - 5.14.2 SP members report on what the candidates' references said at an SP meeting. Be mindful of the candidates' feelings and public reputations.
- 5.15 Selecting Commissioners
- 5.15.1 The final selections should be made by mid-August, so there is enough time for staff to do background checks before the names of the nominees are submitted to the City Council for approval. The nominees must be confirmed by the City Council before the terms of the outgoing commissioners expire on October 15.
  - 5.15.2 If desired, the SP discusses the finalists. Be mindful of the finalists' feelings and public reputations.
  - 5.15.3 If desired, the SP takes a vote to see which finalists get the most votes.
  - 5.15.4 Someone makes a motion to select one of the finalists, and the SP members vote yes or no on selecting that individual. An individual must get 2/3 of the vote to be selected. (If the SP consists of 9 members, the selected finalist must get at least 6 votes.)
- 5.16 Creating a Reserve Pool
- 5.16.1 The SP can create a Reserve Pool, if desired, made up of applicants who were not selected in the current year.
  - 5.16.2 The purpose of a Reserve Pool is to make it easier to fill an unexpected vacancy in the coming year. If a commissioner who was selected by the SP resigns or is

removed before their term has expired, the SP must fill the vacancy. If a Reserve Pool exists, the SP can select a member of the Reserve Pool to fill the vacancy.

- 5.16.3 A Reserve Pool is typically created at the end of a selection cycle.
  - 5.16.4 The criteria for inclusion in the Reserve Pool are decided each year by the SP. The members of the Reserve Pool may be some of the finalists who were not selected in the current year.
  - 5.16.5 The Reserve Pool must consist of at least 3 people.
  - 5.16.6 People who are selected for the Reserve Pool must be asked if they want to be in the Reserve Pool and if they are willing to inform the SP if they become unavailable to serve on the commission.
  - 5.16.7 Important: Members of the Reserve Pool must be informed that (a) being in the Reserve Pool does not guarantee that they will be appointed in the event of a vacancy on the PC, (b) being in the Reserve Pool does not guarantee that they will be appointed in the following year, (c) membership in the Reserve Pool expires on August 1 of the following year, and (d) if they want to be considered during the next year's selection cycle, they must submit a new application. (For example: If a Reserve Pool is created in July 2022, it will not expire until August 1, 2023, but anyone who wants to be considered in the regular selection cycle in 2023 must submit a new application by the application deadline in spring or summer of 2023.)
  - 5.16.8 It is the responsibility of the chair of the SP to communicate the above points to the members of the Reserve Pool or to delegate the task to a designee (preferably a member of the SP). It is the responsibility of staff to confirm that this information has been communicated to the members of the Reserve Pool. See Appendix K for a sample letter.
- 5.17 Background Checks and Submission to City Council
- 5.17.1 Staff performs background checks for the selected individual(s) and submits their name(s) to the City Council in time for the City Council to confirm their appointments before the terms of the outgoing commissioners expire on October 15.

## 6. POST-SELECTION TASKS

- 6.1 After the selections are made, certain tasks should be done before the SP adjourns for the year.
- 6.2 Letter to Future Applicants
  - 6.2.1 Write and approve a letter to send to people who apply in the next year. (See Appendix G for a sample letter.) Request that staff send the letter to anyone who applies.

### 6.3 Next Year's Schedule

- 6.3.1 Choose an application deadline for the following year, which can be used in outreach material for the next 11 months.
- 6.3.2 Ask staff to update the application information on the PC and SP websites, including the application deadline.
- 6.3.3 Choose a date for the next SP meeting (typically in February or March).

### 6.4 Revising the Application

- 6.4.1 The SP may choose to revise the application for the following year. This should be done as soon as possible, so that people who apply during the year can use the new version. This work can be delegated to an ad hoc committee or an individual SP member.

### 6.5 Revising the Procedure

- 6.5.1 Create a process improvement ad hoc committee to review the process in October, November, and/or January and create a list of recommended changes for presentation to the full SP at the beginning of the following year's selection cycle (in February or March). Alternatively, the full SP could meet in October, November, and/or January to review and revise the process.

### 6.6 Updating the SP Website

- 6.6.1 The SP reviews the SP website and decides on any changes.
- 6.6.2 Staff implements the changes.
- 6.6.3 Staff removes the information about this year's applications from the PC and SP websites, replacing it with information for next year's application process (including the deadline for the next year).

## 7. FILLING VACANCIES

- 7.1 If a commissioner who was selected by the SP resigns or is removed before their term has expired, the SP must fill the vacancy.
- 7.2 The SP may choose to select someone from the Reserve Pool (if one exists). Members of the Reserve Pool can be interviewed again, or the SP can vote on who to select without interviewing them again.
- 7.3 Alternatively, the SP may choose to hold a special recruitment and selection cycle, although that is very time consuming. The SP could also choose to fill the vacancy during that year's regular selection cycle, particularly if the vacancy occurs in the spring or summer and the regular selection cycle is already underway.
- 7.4 If the SP chooses to interview members of the Reserve Pool again, the chair of the SP (or a designee) explains the process to the public, explaining that the selection is based on information obtained previously, from candidates' applications, interviews, and references.

## 8. DOCUMENT APPROVAL

- 8.1 This document was approved by a majority of the SP on [date]. It will become effective on January 1, 2023.

## 9. REVISIONS AND EXCEPTIONS

- 9.1 This document can be changed at any time. Changes must be approved by a majority of the SP.
- 9.2 Improvements from year to year are encouraged. Changing the procedure at the last minute is discouraged.
- 9.3 Exceptions to this procedure must be documented and approved by a majority of the SP.

## 10. APPENDICES

- 10.1 The sample text in the appendices can be used or modified if desired. Using this wording is not required.



**APPENDIX A**  
**SAMPLE PRESS RELEASE**

May 20, 2022

Oakland Residents Encouraged to Apply for Police Commission

Applications Due June 30, 2022

*Oakland, CA* – Mayor Libby Schaaf and the Selection Panel for the Police Commission today announced the opening of the application process to serve on the Oakland Police Commission.

“Oakland’s volunteer Police Commission is currently the most powerful and independent Police Commission in the country,” **Oakland Mayor Libby Schaaf** said. “When the actions of a member of the Oakland Police Department are called into question, the public must have total confidence that allegations of misconduct are taken seriously, investigations are thorough, transparent, and fair, and offenders are held accountable when appropriate. The City remains committed to ongoing and nationally recognized strides the Oakland Police Department has been making.”

Establishing and maintaining public trust and confidence in the Oakland Police Department (OPD) is essential for the department to provide the highest level of service to the community.

Selection Panel Chairperson **Jim Chanin**: “We are seeking dedicated community members that will hold the Oakland Police Department to the highest standards and speak up for the community at-large. If you can be fair to all parties, and are passionate about police accountability issues and justice, we want to hear from you.”

The Selection Panel will seek to make appointments that reflect Oaklanders’ diversity of experiences, especially individuals from communities experiencing the most frequent contact with the police. Strong commitment to police accountability and public service will be prioritized. Duties include overseeing the Community Police Review Agency, which conducts investigations into allegations of officer misconduct; overseeing the Office of the Inspector General, which will conduct independent audits of OPD; proposing changes to, approving, or rejecting current or proposed OPD policies; and removing the Chief of Police for cause, as well as other duties.

Commissioners must meet two criteria:

- a. be a resident of the City of Oakland; and
- b. be over 18 years of age by the date of the first Commission meeting.

The Selection Panel strongly encourages formerly incarcerated individuals to apply.

Individuals meeting the following criteria are not eligible to serve on the Police Commission: current sworn police officers; current City employees; former OPD sworn employees; current or former employees, officials, or representatives of an employee association representing sworn police officers; attorneys with pending claim or lawsuit against OPD; and attorneys who have filed a claim or lawsuit against OPD that was resolved during the past year.

Applications are available at [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission) and will be accepted until June 30, 2022, when the Selection Panel will begin to interview candidates. Appointments will be made no later than October 16, 2022. Interested applicants are encouraged to apply as soon as possible.

###

**APPENDIX B**  
**SAMPLE SOCIAL MEDIA POST**

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

[www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

## APPENDIX C

### SAMPLE ANNOUNCEMENTS FOR NEWSLETTERS OR WEBSITES

#### SHORT ANNOUNCEMENT

Do you want to help oversee the Oakland Police Department?

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities. Applications are due by [date].

[www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

#### LONG ANNOUNCEMENT

**Do you want to help oversee the Oakland Police Department?**

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities.

The panel that selects most of the commissioners is looking for diversity and encouraging people from heavily policed communities to apply. Commissioners must be over 18 and live in Oakland. They cannot be police officers or City employees. A high school diploma is not required, and formerly incarcerated people are encouraged to apply.

**This year applications are due by [date].**

To apply, go to [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission), where you can also find more information about the Police Commission. You can watch videos of past meetings, find out about upcoming meetings, and learn about City Code section 604, which describes the powers and responsibilities of the Police Commission.

**If you have any questions** please call [phone number] between [10:00 am and 8:00 pm, any day of the week].

## APPENDIX D

### SAMPLE EMAIL FOR MAYOR AND CITY COUNCIL MEMBERS

Note: If using this sample email, be sure to attach a document with the sample wording for announcements (see Appendix C). Or delete the sentence that says, "There are longer posts in the attached document, for newsletters or web pages." Also be sure to add the actual information (mayor's name or council member's name at the top, contact's phone number at the bottom, etc.).

Subject: Time to apply for the Police Commission

Dear council members and staff / Dear Mayor[name]:

It's time for interested community members to apply to be on the Police Commission! The deadline for applications is [date]. Will you help us spread the word?

If you have a newsletter, web page, or social media account, please consider posting something. Here is some sample language:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

[www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

There are longer posts in the attached document, for newsletters or web pages.

If you have any questions, please call Selection Panel Member [name] at [phone number] (between 10:00 am and 8:00 pm) or email her at [email address].

Thank you!

## APPENDIX E

### SAMPLE OUTREACH EMAIL TO ORGANIZATIONS

Note: This sample email contains references to documents that can be attached to the email. Either attach the documents or delete the sentence that refers to them. An example of the first referenced document can be found in Appendix C, and an example of the second referenced document can be found in Appendix M.

Dear [name of organization or contact],

It's time for people to apply to be on the Oakland Police Commission! Are you interested in being on the commission? Can you think of someone you know who would be a good commissioner? Will you help us spread the word?

If you have a newsletter, website, or social media account, please consider posting something. Here is some sample wording:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

[www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

Sample wording for longer announcements is attached, and so is a sample letter that you could send to your members if you wish.

The Police Commission rewrote OPD's policy on use of force. It has the authority to discipline officers and fire the chief of police for cause. When the mayor hires a new chief of police, the mayor must choose from a list provided by the commission.

Commissioners must be over 18 and must live in Oakland. They cannot be police officers or City employees. Being a commissioner takes significant time, but it is a chance to really change policing in Oakland. A high school diploma is not required, and formerly incarcerated people are encouraged to apply.

If you would like someone to give a 5-minute presentation at a meeting, or if you have any questions, please call [number] between [10:00 am and 8:00 pm, any day of the week].

Thanks in advance for anything you can do to get the word out!

## APPENDIX F

### SAMPLE WORDING FOR ANNOUNCEMENTS AT OTHER MEETINGS

Note: This wording can be used when making announcements at Police Commission meetings or meetings of other organizations.

Hello, my name is ----- and I want to remind everyone that you can apply to be on the Police Commission. Get a pen, because I'm about to give you a website address. Applications are accepted all year, and every summer the Selection Panel chooses a replacement for a commissioner whose term is expiring. The deadline to be considered this year is [date].

If you are interested, or you know someone who might be interested, go to [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission). Or Google "Oakland Police Commission".

You must be an Oakland resident and at least 18 years old to apply, and you cannot be a police officer or a City employee. You do not need a high school diploma, and formerly incarcerated residents are encouraged to apply. That website again is [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission), and this year's deadline is [date].

## APPENDIX G

### SAMPLE LETTER TO APPLICANTS

Dear applicant,

Thank you for applying to be on the Oakland Police Commission. This important work depends on people who are willing to volunteer their time and expertise.

Please take some time to learn about the Police Commission so you will be prepared if you are selected for an interview.

Recommended activities:

- Attend at least 3 meetings of the Oakland Police Commission.
  - Meetings are usually held at [5:30 or 6:30 pm] on [the second and fourth Thursdays of the month]. To find out when the next meeting is, go to the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)).
  - During the COVID pandemic, meetings are being held virtually by Zoom. To find the link for the next meeting, go to the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)) and find the agenda for the next meeting. A link for the meeting should be in the first two pages of the agenda.
  - If you cannot attend 3 meetings before your interview date, watch the video recordings of at least 3 past meetings. The videos are available on the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)).
- Read the agenda packets for at least 3 meetings.
  - They can be found on the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)).
- Read City Code section 604.
  - Section 604 describes the Police Commission's powers and responsibilities.
  - A link to the text of section 604 can be found near the bottom of the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)).
- Look around on the Police Commission website ([www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)).

Thank you again for applying. If you have any questions, please contact [the designated SP member] at [contact information].

## APPENDIX H

### SAMPLE STATEMENT TO INTERVIEWEES

This sample statement can be used or modified to satisfy the instructions in Steps 5.12.3 and 5.12.4.

Dear applicant,

The Selection Panel for the Police Commission would like to interview you, and [name] will be contacting you to schedule a time.

You will be interviewed by a panel of 9 people. The interview will be part of a public Zoom meeting, and it will be recorded and posted on the Police Commission website. The Selection Panel may discuss your strengths and weaknesses at the meeting. Members of the public may express their opinions about the candidates.

We deeply appreciate your participation in this demanding process.

During the interview you may be asked some of the questions in the Applicant Evaluation Tool, [which is attached]. The Selection Panel considers several things when evaluating applicants, including the following:

- level of dedication to police accountability work
- knowledge of the Police Commission
- lived experiences interacting with the police or witnessing police interactions with other members of the community
- skills and expertise doing the types of work that Police Commissioners do
- ability to present clear and objective views, based on facts
- ability to work constructively with others
- established connections with the community
- who can add to the diversity of the Police Commission
- who represents a community that is heavily impacted by police violence and other police misconduct (such as Black people, Native American people, LGBTQ people, poor people, formerly incarcerated people, residents of East Oakland, residents of West Oakland, people **who are living** without housing, young people, and immigrants)

Sincere thanks for your commitment to making the Police Commission the best it can be. If you have any questions, please contact [SP member] at [contact information].



## APPENDIX J

### QUESTIONS TO ASK REFERENCES

If desired, these questions can be asked when interviewing a candidate's references. It might be best to start with general questions, to see what they say before we say something that indicates what we are looking for.

1. How do you know this person?
2. How long have you known this person?
3. What can you tell me about them?
4. What is their greatest strength?
5. In what areas could they improve?
6. Have they ever worked on a board, commission, or other body of people? (That you know of.) How did they handle that experience? (Do you know?)
7. Do you know if they have been involved in the Oakland community and public service? Do you know how long? Can you describe their activities?
8. Do you think they have the capacity to be fair and unbiased? In your experience, how has that been demonstrated? OR: Can you give me an example?
9. How would you describe their listening skills and ability to engage with others? In your experience, how has that been demonstrated? OR: Can you give me an example?
10. Would you say they are receptive to other points of view? In your experience, how has that been demonstrated? OR: Can you give me an example?
11. Have you ever seen them change their mind? Please describe.
12. How do they resolve interpersonal conflicts? In your experience, how has that been demonstrated? OR: Can you give me an example?
13. How do they respond to criticism? In your experience, how has that been demonstrated? OR: Can you give me an example?
14. Can they cooperate with people they disagree with? In your experience, how has that been demonstrated? OR: Can you give me an example?

15. How would you describe their communication skills—both verbal and written?
16. Do you know if they have been involved in public safety issues in the past? Do you know how long? Can you describe their activities?
17. Do you think they would be a good police commissioner—are you familiar with the roles and responsibilities of an Oakland Police Commissioner? [Describe, if necessary.] Do you think they would do a good job in that role? Why do you think so?
18. Being a police commissioner takes a lot of time. Between commission meetings, studying meeting materials, and committee work, it is estimated that a police commissioner needs to spend 20 hours a week on Police Commission business. Do you think this person has the time and energy to do the work required of an Oakland Police Commissioner?
19. What is this person's interaction style?
20. Have you seen this person work with people they disagree with? How do they handle the situation?
21. Have you seen this person help someone else achieve their goals?
22. What would make this person a good Police Commissioner? (First tell them a little about what is involved in being on the Police Commission.)
23. Is there anything you would like to add?

## **APPENDIX K**

### **SAMPLE LETTER TO MEMBERS OF THE RESERVE POOL**

Dear finalist,

The Selection Panel would like to invite you to be in the Reserve Pool for the Police Commission. If a Police Commissioner resigns or is removed in the next year, the Selection Panel may choose to select the commissioner's replacement from the Reserve Pool.

Please note:

- Being in the Reserve Pool does not guarantee that you will be appointed to fill the next vacancy on the Police Commission.
- If you want to be considered again next year, you must submit a new application.
- Membership in the Reserve Pool expires on August 1 of [2023].

If you are interested in being in the Reserve Pool, and are willing to inform the Selection Panel if you become unavailable to serve on the Police Commission, please inform [staff member] by [date].

Thank you.

**APPENDIX L**  
**SAMPLE RADIO ANNOUNCEMENTS**

SHORT ANNOUNCEMENT

**Do you want to help oversee the Oakland Police Department?**

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities. Applications are due by [date].

Google “Oakland police commission” or go to [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

LONG ANNOUNCEMENT

**Do you want to help oversee the Oakland Police Department?**

Apply to be on the Police Commission, which is changing OPD policies and overseeing police discipline. It takes significant time in meetings, meeting prep, and committee work, but you can help bring fair and just policing to Oakland communities.

The panel that selects most of the commissioners is looking for diversity and is encouraging people from impacted communities to apply. You must be over 18 and live in Oakland, and you cannot be a police officer or a City employee. Formerly incarcerated individuals are encouraged to apply. A high school diploma is not required.

**Applications are due by [date].** To apply, Google “Oakland police commission” or go to [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission). At the Police Commission website you can also find more information about the Police Commission and Oakland City Code section 604, which describes the powers and responsibilities of the Police Commission. You can watch videos of past meetings and find out about upcoming meetings. If you have any questions, please call [phone number], [any day of the week].

## APPENDIX M

### SAMPLE LETTER FOR OTHER ORGANIZATIONS TO SEND TO THEIR MEMBERS

Note: This document is intended to be an attachment to an email we would send to an organization. It is a sample of what the organization could send to their members.

Dear members,

You can change Oakland policing.

The Oakland Police Commission is looking for new members. Are you interested? Do you know someone who would be interested? Please help us spread the word. Applications are due [date and year].

The Police Commission was created by Oakland voters in 2016, and it is taking major steps to reform the Oakland Police Department.

The work is hard, and it is unpaid at this time. It takes significant time in meetings, meeting prep, and committee work. It requires working with people you disagree with. You could face opposition and criticism from many quarters. But you can help bring fair and just policing to Oakland communities.

The panel that selects the majority of the commissioners is looking for diversity and encouraging people from impacted communities to apply. You must be over 18 and live in Oakland. You cannot be a police officer or a City employee. You do not need a high school diploma, and formerly incarcerated people are encouraged to apply.

To apply, go to [www.oaklandnet.gov/policecommission](http://www.oaklandnet.gov/policecommission), where you can also find more information about the Police Commission. You can watch videos of past meetings, find out about upcoming meetings, and learn about City Code section 604, which describes the powers and responsibilities of the Police Commission. If you have any questions, please call [phone number] between [10:00 am and 8:00 pm, any day of the week].

Please spread the word on social media. You can use the wording below if you like:

Help oversee the Oakland Police Department!

Apply by [date] to be on the Police Commission, which is changing OPD policies and overseeing discipline. It takes significant time but can bring fair policing to Oakland.

[www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission)

Thank you for supporting police accountability in Oakland!

**APPENDIX N**  
**SAMPLE RECRUITMENT FLYER**

## Who can hold Oakland police accountable?

Who can change OPD policies? Who can discipline police officers who don't follow the rules?

The Oakland Police Commission can. The Police Commission has been rewriting OPD policies, such as the policy on use of force. What happens if officers don't follow the policy? The commission can discipline them.

The Police Commission was created by Oakland voters in 2016. Commissioners are community members, not police officers or politicians.

## We need you.

We need committed people to apply to be on the Police Commission. You must be over 18 and live in Oakland, and you can't be a police officer or City employee. You do not need to have a high school diploma or work history. Formerly incarcerated individuals are encouraged to apply.

It is not an easy job. Are you ready to spend time on meetings, meeting preparation, and committee work? Are you ready to face resistance from City Hall and criticism from the community?

Can you work with people you disagree with? Can you disagree without being disrespectful? Are you ready to be part of public meetings that are recorded and shown on KTOP (the City's cable station)? Are you willing to learn more?

## You can do this.

To apply, go to [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission). If you don't have access to the Internet, or if you have any questions, call [phone number] [between 10:00 am and 8:00 pm, any day]. Applications are due [date].

When you submit an application, it becomes a public record and can be viewed by anyone, although personal contact information is removed.

## Learn more.

For more information, visit [www.oaklandca.gov/policecommission](http://www.oaklandca.gov/policecommission). You can watch videos of past meetings, find out about upcoming meetings, read Oakland City Code, section 604 (the law that defines the Police Commission's powers and duties), and more.

Questions? Please call [number] [between 10:00 am and 8:00 pm any day of the week].

Revised 6/13/2020