



Commission on Police Practices

COMMISSION ON POLICE PRACTICES
Wednesday, January 28, 2026
4:30pm-6:00pm

EXECUTIVE STANDING COMMITTEE AGENDA

Procopio Towers
525 B St., 17th Floor, Suite 1725
San Diego, CA 92101

The link to join the meeting by computer, tablet, or smartphone at 4:30pm is:

[Microsoft Teams Link](#)

Meeting ID: 281 564 216 853 37

Passcode: 5HW2UC7v

**Downloading the latest version of Microsoft Teams is required.*

The Commission on Police Practices (Commission) meetings will be conducted pursuant to the provisions of California Government Code Section 54953 (a), as amended by Assembly Bill 2249.

The Commission Standing Committee meetings will be in person and the meeting will be open for in-person testimony. Additionally, we are continuing to provide alternatives to in-person attendance for participating in our meetings. In lieu of in-person attendance, members of the public may also participate via telephone/Teams.

- I. CALL TO ORDER/WELCOME (Chair Ada Rodriguez)
- II. ROLL CALL (Executive Assistant Alina Conde)
- III. APPROVAL OF THE MINUTES OF THE DECEMBER 10, 2025 EXECUTIVE COMMITTEE MEETING
- IV. INFORMATIONAL ITEMS
 - A. Introduction of Executive Director (Chair Ada Rodriguez)
 - B. Commissioner Status & Committee Structure (Chair Ada Rodriguez)

NON-AGENDA PUBLIC COMMENT

NON-AGENDA COMMENTS FROM THE CHAIR (ADA RODRIGUEZ)

- V. NEW BUSINESS
 - A. Recruitment and Nomination Plan (Commissioner Doug Case)
 - B. Brainstorming Session: 2026 Goals (Chair Ada Rodriguez)
- VI. STANDING COMMITTEE REPORTS

- A. Rules Committee – Committee Chair Bonnie Benitez
- B. Community Outreach Committee – Director of Outreach & Internship Program
Yasmeen Obeid
Ad Hoc Outreach Budget Committee
- C. Training and Continuing Education Committee – Commissioner Darlanne
Mulmat
- D. Policy Committee – Committee Chair Imani Robinson
- E. Recruitment Committee –Commissioner Doug Case

VII. AD HOC COMMITTEE REPORT

Ad Hoc Personnel Committee – Committee Chair Darlanne Mulmat

VIII. NEXT MEETING – WEDNESDAY, FEBRUARY 25, 2026

IX. ADJOURNMENT

Materials Provided:

- Minutes of December 10, 2025 Executive Committee Meeting
- CPP Recruitment Plan Draft 12-05-25

In-Person Public Comment on an Agenda Item: If you wish to address the CPP Standing Committee on an item on today's agenda, please complete and submit a speaker slip before the Committee hears the agenda item. You will be called at the time the item is heard. Each speaker must file a speaker slip with the CPP staff at the meeting at which the speaker wishes to speak indicating which item they wish to speak on. Speaker slips may not be turned in prior to the day of the meeting or after completion of in-person testimony. In-person public comment will conclude before virtual testimony begins. Each speaker who wishes to address the Committee must state who they are representing if they represent an organization or another person.

For discussion and information items each speaker may speak for up to three (3) minutes, subject to the Committee Chair's determination of the time available for meeting management purposes, in addition to any time ceded by other members of the public who are present at the meeting and have submitted a speaker slip ceding their time. These speaker slips should be submitted together at one time to the designated CPP staff. The Committee Chair may also limit organized group presentations of five or more people to 15 minutes or less.

In-Person Public Comment on Matters Not on the Agenda: You may address the Standing Committee on any matter not listed on today's agenda. Please complete and submit a speaker slip. However, California's open meeting laws do not permit the Standing Committee to discuss or take any action on the matter at today's meeting. At its discretion, the Standing Committee may add the item to a future meeting agenda or refer the matter to the CPP. Public comments are limited to three minutes per speaker. At the discretion of the Committee Chair, if a large number of people wish to speak on the same item, comments may be limited to a set period of time per item to appropriately manage the meeting and ensure the Standing Committee has time to consider all the agenda items. A member of the

public may only provide one comment per agenda item. In-person public comment on items not on the agenda will conclude before virtual testimony begins.

Speakers may not allocate their time to other speakers. If there are eight or more speakers on a single issue, the maximum time for the issue will be 16 minutes. The order of speaking generally will be determined on a first-come, first-served basis. A member of the public may only provide one non-agenda comment per agenda.

We welcome all viewpoints and encourage open participation. However, to ensure everyone has a chance to be heard and that we can complete our work, we ask that speakers respect time limits and refrain from disruptive behavior. Continued disruption after warning may result in removal as permitted under state law.

Virtual Platform Public Comment to a Particular Item or Matters Not on the Agenda: When the item you would like to comment on is introduced (or it is indicated that it is time for Non-Agenda Public Comment), raise your hand by tapping on the "Raise Your Hand" button on your computer or tablet. To raise your hand in a Microsoft Teams meeting on your smartphone (iOS or Android), tap the three-dot menu, then select the "Raise Hand" option. You will be taken in the order in which you raised your hand. You may only speak once on a particular item. When it is indicated that it is your turn to speak, click the unmute prompt that will appear on your computer, tablet or Smartphone.

Written Comment through Webform: Comment on agenda items and non-agenda public comment may also be submitted using the [webform](#). If using the webform, indicate the agenda item number you wish to submit a comment for. All webform comments are limited to 400 words. On the [webform](#), members of the public should select Commission on Police Practices (even if the public comment is for a Commission on Police Practices Committee meeting).

The public may attend a meeting when scheduled by following the attendee meeting link provided above. To view a meeting archive video, click [here](#). Video footage of each Commission meeting is posted online [here](#) within 72 hours of the conclusion of the meeting.

Comments received no later than 8 am the day of the meeting will be distributed to the Commission on Police Practices. Comments received after the deadline described above but before the item is called will be submitted into the written record for the relevant item.

Written Materials: You may alternatively submit via U.S. Mail to Attn: Office of the Commission on Police Practices, 525 B Street, Suite 1725, San Diego, CA 92101. Materials submitted via U.S. Mail must be received the business day prior to the meeting to be distributed to the Standing Committee.

If you attach any documents to your comment, they will be distributed to the Standing Committee in accordance with the deadlines described above.

Late-Arriving Materials

This paragraph relates to those documents received after the agenda is publicly noticed and during the 72 hours prior to the start of, or during, the

meeting. Pursuant to the Brown Act, (California Government Code Section 54957.5(b)) late-arriving documents, related to the Commission on Police Practices' ("CPP") meeting agenda items, which are distributed to the legislative body prior to and/or during the CPP meeting are available for public review by appointment in the Office of the CPP located at Procopio Towers, 525 B Street, Suite 1725, San Diego, CA 92101. Appointments for public review may be made by calling (619) 533-5304 and coordinating with CPP staff before visiting the office. Late-arriving documents may also be obtained by email request to CPP staff at commissiononpolicepractices@sandiego.gov. Late-arriving materials received prior to the CPP meeting will also be available for review, at the CPP public meeting, by making a verbal request of CPP staff located in the CPP meeting. Late-arriving materials received during the CPP meeting will be available for reviewing the following workday at the CPP offices noted above or by email request to CPP staff.

Access for People with Disabilities: As required by the Americans with Disabilities Act (ADA), requests for agenda information to be made available in alternative formats, and any requests for disability-related modifications or accommodations required to facilitate meeting participation, including requests for alternatives to observing meetings and offering public comment as noted above, may be made by contacting the Commission at (619) 236-6296 or commissiononpolicepractices@sandiego.gov.

Requests for disability-related modifications or accommodation required to facilitate meeting participation, including requests for auxiliary aids, services, or interpreters require different lead times, ranging from five business days to two weeks. Please keep this in mind and provide as much advance notice as possible to ensure availability. The city is committed to resolving accessibility requests swiftly.



Commission on Police Practices

COMMISSION ON POLICE PRACTICES EXECUTIVE STANDING COMMITTEE MEETING MINUTES

**Wednesday, December 10, 2025
4:30pm-6:00pm**

**Procopio Towers
17th Floor, Suite 1725
San Diego, CA 92101**

Click <https://www.youtube.com/watch?v=jjYDWt4P1-A> to view this meeting on YouTube.

CPP Committee Members Present:

Chair Ada Rodriguez
1st Vice Chair Bonnie Benitez
Doug Case
Darlanne Mulmat

Excused:

None

Absent:

2nd Vice Chair Clovis Honoré
Alec Beyer
Imani Robinson

CPP Staff Present:

Alina Conde, Executive Assistant
Bart Miesfeld, Interim Executive Director (Virtual)
Aaron Burgess, Chief of Staff/Policy Manager (Virtual)
Aaron Burgess, Chief of Staff/Policy Manager (Virtual)
Yasmeen Obeid, Director of Community Engagement (Virtual)
Olga Golub, Chief Investigator (Virtual)
Ethan Waterman, CPP Investigator (Virtual)
Ching-Yun Li, CPP Investigator (Virtual)

- I. CALL TO ORDER/WELCOME: Chair Rodriguez called the meeting to order at 4:32pm.
- II. ROLL CALL: Executive Assistant Alina Conde conducted the roll call for the Commission and established quorum.
- III. APPROVAL OF THE MINUTES OF NOVEMBER 12, 2025 EXECUTIVE COMMITTEE MEETING
MOTION: Commissioner Darlanne Mulmat moved to accept the November 12th, 2025 Executive Standing Committee Meeting Minutes. 1st Vice Chair Benitez seconded the motion. The vote passed 4-0-0.
Yea: Benitez, Case, Mulmat, Rodriguez
Nay: None
Abstention: None

NON-AGENDA PUBLIC COMMENT – None

NON AGENDA COMMENTS FROM CHAIR RODRIGUEZ (*Timestamp 2:22*)

- The Community Outreach event went great, with a good turnout and positive feedback from the community.
- The community expressed a desire to see such events more frequently, although they are currently mandated to be held biannually.
- The approval of the bylaws and the report were significant achievements in the last meeting.
- Commissioner Armando Flores will be taking over as the Chair of the Community Outreach Committee.

NON AGENDA COMMENTS FROM INTERIM EXECUTIVE DIRECTOR MIESFELD- None

- IV. NEW BUSINESS
 - A. Revisions to the Communication Protocol Draft (Commissioner Doug Case)
The revisions to the Communication Protocol Draft included the following changes:
 1. **Formatting and Wording:** The document was reformatted into a chart format, and some wording was adjusted for clarity.
 2. **Role of Individual Commissioners:** Added throughout the document to clarify their ability to raise issues and participate in meetings.
 3. **Leadership Meetings:** Included the two Vice Chairs in the bimonthly leadership meetings.
 4. **Committee Member Contact:** Allowed designated committee members to contact SDPD staff directly, not just the Chair.
 5. **Case Review Questions:** Clarified that review group members can submit questions to IA, with the CPP Investigator being the one to submit them officially.
 6. **In-Person Meetings:** Added the option for in-person meetings if necessary for case reviews.
 7. **City Attorney Communication:** Specified that all official communications must go through the General Counsel.
 8. **Mayor and City Council Communication:** Clarified the process for individual commissioners to provide input for reports and meetings.
 9. **Task Assignments:** Commissioners can request the Executive Director to assign tasks to staff members.

10. Legal Inquiries: General Counsel will notify commissioners if their inquiry qualifies as a complex legal matter requiring research time.

11. Media Communication: Added that only the Chair or Executive Director, or their designee, are authorized to act as spokespersons for the Commission. These changes were approved of with the conditions discussed during the meeting.

Motion: Commissioner Doug Case moved to accept the changes of the Communication Protocol Draft and bring them forward to the Commission. Commissioner Darlanne Mulmat seconded the motion. The vote passed. 4-0-0
Yea: Benitez, Case, Mulmat, Rodriguez

Nay: None

Abstained: None

B. Ad Hoc Case Review Process (1st Vice Chair Bonnie Benitez) (Timestamp 1:20:11)

The ad hoc case review process discussed in the meeting included the following key points:

- 1. Commissioner Involvement:** All Commissioners, except the Chair, will be assigned to case review teams. Each Commissioner is expected to fully review at least four cases per year.
- 2. Team Meetings:** There will be a meeting with the assigned investigator, which can be held in person or via teams.
- 3. Investigator's Role:** The investigator will work up the case, write the report, and provide it to the team members with at least five days' notice before the meeting.
- 4. Feedback and Amendments:** Case review teams will have the opportunity to review the body-worn camera footage, the case report, and ask questions or suggest amendments before the full Commission meeting.
- 5. Tracking Participation:** Staff will track Commissioner participation in the case review process, and the Chair may address any lack of participation.
- 6. Efficiency and Education:** The process aims to balance efficiency with Commissioner education, ensuring that Commissioners are exposed to the case review process and can provide community input.
- 7. Adjustments and Feedback:** The process is considered organic and may be adjusted based on feedback and the effectiveness of the new system.

These points were discussed to enhance Commissioner engagement and ensure a thorough review process.

Updated Case Review Statistics (Timestamp 50:40)

Chief Investigator Olga Golub presented the case review statistics to the Executive Committee. The updated case review statistics highlighted the following trends:

- 1. Increase in Cases Reviewed:** The number of cases reviewed by the Commission increased significantly in 2025 compared to 2024.
- 2. Average Days to Resolve:** The average days to resolve cases decreased, indicating quicker reviews.
- 3. Cases Reviewed Before 90-Day Benchmark:** The Commission reviewed cases well before the 90-day benchmark, allowing the Police Department sufficient time to start the discipline process.
- 4. Commissioner Endorsements:**
 - 9.4% of investigative reports received endorsements from every group member.

- 62% received endorsements from at least one group member.
- 25% did not receive any Commissioner endorsement.

5. **Overall Efficiency:** The investigator-led approach reduced the average time of review by almost 80% and increased the number of cases reviewed by 21% from 2024 to 2025.

Future Agenda Items:

1. January Agenda:

- Appointment of Commissioner Armando Flores as the Chair of the Community Outreach Committee.
- Recruitment and nomination plan to be reviewed by the Executive Committee.

Action Items:

1. **Communication Protocol** – The approved revisions of the communication protocol draft will be presented to the full Commission.
2. **Case Review Process** – A written process for the case review will be created, reviewed by the Executive Committee, and then presented to the full Commission.
3. **Recruitment and Nomination Plan** – Interim Executive Director Bart Miesfeld to finalize and present the proposed policy and procedure for recruitment, outreach, and nominations to the Executive Committee in January.

V. STANDING COMMITTEE REPORTS

- A. Rules Committee – Tabled
- B. Community Outreach Committee (*Timestamp 1:21:15*) – Director of Community Engagement Yasmine Obeid reported on the successful Community Round Table, with about 45 participants. The event included discussions on experiences with SDPD, issues for the CPP to focus on in 2026, and suggestions for improvement. The feedback will be compiled into a summary report.
- C. Ad Hoc Outreach Budget Committee – Tabled
- D. Training and Continuing Education Committee (*Timestamp 1:25:07*) – The next meeting is scheduled for December 11, 2025.
- E. Policy Committee – No report
- F. Recruitment Committee (*Timestamp 1:25:35*) – Interim Executive Director Bart Miesfeld finalized the proposed policy and procedure for Recruitment, Outreach, and nominations to the City Council. The document will be reviewed by the Executive Committee in January before being presented to the full Commission.

VI. AD HOC COMMITTEE REPORTS

Ad Hoc Personnel Committee – No report

VII. NEXT MEETING – Wednesday, January 28, 2026

VIII. ADJOURNMENT: The meeting adjourned at 6:01pm.

Commission on Police Practices

Plan and Procedure for Recruitment and

Nomination of New Commissioners

[Draft – December 4, 2025]

Introduction and Background

This recruitment and nomination plan and procedure is designed to ensure that: (1) the Recruitment Committee initiates and manages the entire process from outreach through preliminary screening; (2) all applicants are thoroughly vetted, interviewed, and discussed confidentially by the Commission; (3) the Commission selects and forwards qualified nominees to the City Council for consideration; (4) candidates with a genuine passion for police oversight are prioritized; (5) every effort is made to recruit a diverse slate of nominees who represent the community and bring relevant expertise or lived experience; and (6) all eligibility criteria from Measure B and related laws are strictly observed.

San Diego Municipal Code §26.1105(a) states “Members are appointed by the Council in accordance with the approved Council rules and policies. In making appointments the Council may consider written nominations made by the public and community-based organizations, as long as nominees accept their nomination in writing prior to Council consideration. **The Council may also consider nominations from the Commission. The Commission must prepare an operating procedure for the nomination process.**” This document represents that operating procedure.

Roles and Responsibilities in the Nomination Process

A successful recruitment and nomination cycle requires coordination between the Commission’s internal committees and the City’s governing bodies. The major roles and their responsibilities are:

- **Recruitment Committee (Commission):** This standing committee leads the nomination process from start to finish. According to the Commission’s bylaws, the Recruitment Committee “shall engage in activities to recruit new members for the Commission, inform interested individuals about the Commission, interview prospective members, and select nominees to recommend to the City Council.” In practice, this means the Recruitment Committee organizes outreach efforts,

accepts and reviews applications, arranges and conducts initial candidate interviews, and ultimately proposes a list of nominees to the full Commission.

- **Full Commission (CPP):** The Commission as a whole participates in the later stages of selection. While the Recruitment Committee may do preliminary interviews and shortlisting, final discussions and decisions on nominees are made by the full Commission in a closed session meeting. The Commission must vote to approve the slate of nominees that will be forwarded to the City Council.
- **City Council:** The San Diego City Council has the chartered authority to appoint Commissioners. In this process, the Council receives the Commission's recommended nominees, conducts any additional vetting, and confirms the appointments by vote at an open City Council meeting. The Council President's office or a committee reviews the qualifications of nominees and ensure they meet all requirements. Councilmembers may also consider nominations submitted by the public (including Councilmembers) or community organizations, but any nominee must have accepted their nomination by submitting an application through the City's Boards and Commission's application portal. Final appointments are made by majority vote of the Council at an open Council meeting.
- **Commission Staff / City Clerk/ Administrative staff (such as the Office of the CPP or Council President's Office):** These staff provide logistical support. They manage the online application platform, track applications, and help the Recruitment Committee schedule interviews. They may also coordinate with the City's Human Resources for conducting background checks on nominees after Council confirmation. Every prospective Commissioner will undergo a criminal background review at the final stage, per City law, to screen for any disqualifying factors (such as recent serious criminal convictions specified in the ordinance).
- **Community Outreach Committee:**
In collaboration with the Recruitment Committee the Community Outreach Committee will
 - Develop and implement targeted outreach strategies to engage residents across all nine council districts, with emphasis on recruiting candidates from low- to moderate-income communities, youth (ages 18–24), and individuals with relevant lived experiences or professional expertise (e.g., civil rights, behavioral health, housing insecurity).

- Coordinate with the City's Communications Department to issue multilingual announcements and social media campaigns promoting open commissioner seats and nomination deadlines.
- Liaise with Council Offices to ensure recruitment efforts align with geographic representation goals and to amplify outreach through local channels.
- Build and sustain partnerships with community-based organizations, advocacy groups, youth-serving institutions, and professional networks to encourage nominations and broaden awareness of the Commission's work.
- Organize and facilitate informational sessions (virtual and in-person) to educate prospective applicants and stakeholders about the role of a Commissioner, the nomination process, and how community members can get involved.
- Develop accessible materials (flyers/brochures, videos, FAQs) to explain the application process and encourage participation from non-traditional candidates.
- Ensure that all outreach and recruitment materials are translated into the primary languages spoken in San Diego's diverse communities (e.g., Spanish, Tagalog, Vietnamese).
- Monitor outreach metrics to assess which populations are underrepresented and adjust outreach tactics accordingly.
- Assist in identifying promising candidates from underrepresented groups and ensure their nominations are supported with the appropriate information and resources.
- Maintaining a contact list and CRM-style database of outreach partners and nomination leads to support ongoing and future recruitment cycles.

Eligibility and Composition Requirements

The Commission composition and member qualifications are stipulated in San Diego Municipal Code §26.1103. These include age and residency requirements, restrictions on law enforcement affiliation, city employment, and a disqualifying criminal history. (Note that not criminal convictions are disqualifying; individuals with involvement in

the criminal justice system can provide a valuable perspective.) The ordinance includes a list of preferred criteria for the at-large seats.

Recruitment Process

- **Announcement of Vacancies:** Early each year (typically in January), the Commission should survey current Commissioners to see who is seeking reappointment in order to determine and announce which seats will be vacated. During the year as vacancies arise, there may be additional application cycles. This announcement can be made via a press release sent to media and community organizations, the Commission's official website and social media, City Council newsletters, and community email lists. The announcement will specify how many seats are open (and which categories of seats are available) and outline the basic qualifications. It should also clearly state the timeline (application deadline, etc.) and provide contact information for questions.
- **Community Outreach:** The Recruitment Committee (with support from the Commission's Community Outreach Committee) will disseminate information widely. Stakeholder organizations such as civil rights/social justice groups, neighborhood councils, youth councils, faith-based organizations, immigrant services groups, LGBTQ+ centers, and organizations in communities where there is a disproportionate number of complaints against the SDPD should be informed and encouraged to nominate candidates.
- **Emphasizing the Mission and Responsibilities:** All outreach materials should clearly explain what the Commission on Police Practices does and the responsibilities of Commissioners. The Recruitment Committee should host information sessions or webinars to educate prospective applicants. In these sessions (virtual or in-person), committee members can describe the Commission's purpose and authorities, the expected time commitment, and the impact Commissioners can have.
- **Targeted Outreach for Diversity:** To fulfill the composition mandates, the Recruitment Committee will conduct targeted outreach to ensure representation from key groups. For example:
 - **Council District Representation:** Coordinate with each City Council member's office to publicize the opportunity in their district. Council offices can help identify community leaders or active residents who might be good candidates, and they can circulate the announcement through their district mailing lists or at community meetings.

- **Youth Candidates:** Reach out to universities, community colleges, youth advisory boards, and organizations serving young adults. Let students and young leaders (ages ~18-24) know about the two youth seats.
- **Low/Moderate Income Communities:** Work with community planning groups or nonprofits in lower income neighborhoods to find voices from those areas.
- **Professionals and Expertise:** Also contact professional or advocacy networks for people with relevant expertise, e.g. public defenders or civil rights attorneys (for legal insight), social workers and mental health professionals (for behavioral health perspectives), homeless services and reentry program staff (for perspectives on homelessness and criminal justice impact).
- **Public Events and Media:** The Recruitment Committee may present at community events or town halls. Local media (newspaper op-eds or radio talk shows should be utilized).
- **Timeline for Recruitment:** The outreach campaign should specify the deadline for nominations/applications. Best practice is to keep the application period open for at least 4 to 6 weeks to allow time for word to spread. Alongside the deadline, provide a tentative timeline for the rest of the process (requires coordinating with the City Council President's office).

Application and Nomination Process

1. Nominations: The City has an online *Commission on Police Practices Nomination Form* for this purpose. Candidates can attach a resume and letter(s) of recommendation. A nomination is not required, but a nominee must submit an application in order to be considered.

2. Application Form (OnBoard System): Candidates must submit a detailed application through the City's boards and commissions portal (the OnBoard system). The application is open year-round on a rolling basis, but there will be a cut-off date for each recruitment cycle to be considered in the upcoming round. Candidates will be asked if they want to be considered for a nomination from the Commission. If so, their application will be forwarded to the Office of the Commission on Police Practices.

3. Managing the Applications: Throughout the application period, the Recruitment Committee (with staff help) should keep track of the number of nominations and applications coming in. If certain seats have few applicants as the deadline nears, the committee might do an extra push of outreach targeted to those needs.

The application form remains open on a rolling basis, so even after the initial deadline, late applicants could potentially be considered for future vacancies or if an extension is needed.

After the deadline, the Recruitment Committee will collect all submitted applications and prepare for the vetting stage.

A Note Regarding District Designated Seats: A Councilmember may nominate a person to represent their district, sometimes after their own vetting process. There is an unofficial tradition that other Councilmembers mutually respect such nominations. It is advisable for the Recruitment Committee Chair to communicate with each Councilmember's office to determine if their office is interested in having the CPP vet applicants for their district-designated seat.

Preliminary Vetting and Shortlisting of Applicants

Review of Qualifications and Statements: Committee members or staff should go through each application to confirm the candidate meets the basic eligibility requirements. After the basic eligibility check, committee members will read each candidate's application responses, resume, and nomination statements in detail. Each committee member (or a sub-group assigned to applications) could score or make notes on each application. It's useful to develop a rating rubric to evaluate the written applications uniformly. The Recruitment Committee can hold a meeting (likely closed to protect applicant privacy) to discuss the applications after individual review. During this meeting, the members compare notes and decide whom to invite for interviews. If there are numerous applicants, the committee might rank them and perhaps pick a top tier to interview. Depending on the number of applications, the committee may decide to interview everyone. It is generally recommended to interview more candidates than the number of available seats, but still keep it manageable.

Interview Protocol and Evaluation

Interview – All interviews will be conducted in a non-public setting (closed session or private meeting) to protect applicant privacy and permit candid discussion.

Scheduling and Panel: The Recruitment Committee should schedule interviews at times convenient for the volunteer applicants, possibly during evenings or weekends. The interviewing panel will consist of Recruitment Committee members and the Chair or designee. Keeping the panel relatively consistent ensures each candidate is evaluated by

the same group, which is fair and uniform. Staff may attend to assist with logistics but are not part of the evaluation process. In-person interviews at the CPP office are recommended. Each candidate should be given roughly the same length of time, commonly 30 to 60 minutes per interview

Question Planning: Prior to the interviews, the Recruitment Committee will develop a list of standard interview questions. Standardizing questions helps ensure fairness and every candidate gets an equal opportunity to address the same core issues. These questions should tie back to the qualities sought in commissioners. The Executive Director should review the questions to ensure they comply with City interview standards.

Evaluation After Interviews: After each interview, the panel might take a few minutes to quietly jot down impressions while fresh. It is often useful to use a simple rating form for each candidate, with categories such as Passion/Commitment, Knowledge/Insight, Communication Skills, Objectivity, etc., rated maybe 1–5, plus space for comments. Final decisions should not be made until all scheduled interviews are completed, to ensure everyone gets equal consideration. Once all interviews are done, the Recruitment Committee should convene to discuss and compare the candidates and come to a consensus on which candidates to recommend to the full Commission. It is advisable to identify alternate choices in case a top candidate withdraws or is not confirmed by Council. The Recruitment Committee should prepare a written report to the full Commission with the recommendations and rationale. The applications and supporting materials should be attached to the report.

Commission Deliberation and Selection (Closed Session)

After interviews are completed by the Recruitment Committee, the full Commission must deliberate and decide on the final list of nominees to recommend. This typically occurs in a closed session of a Commission meeting, since it involves discussing individual candidates (a confidential personnel matter). The steps in this phase are distribution of the written report with a verbal summary by the Chair of the Recruitment Committee, discussion, and voting.

Preparation of Nomination Package: Once approved, the Commission (with staff help) prepares a nomination package to send to the City Council President. This usually includes:

- A cover letter or memorandum from the Commission Chair to the Council (or Council President) listing the nominees and stating that the

Commission recommends these individuals for appointment to the Commission on Police Practices.

- For each nominee, the package may attach their resume and/or application and letters of recommendation (so the Council has background information). Sometimes a brief bio is included for each nominee, highlighting qualifications and the seat they will fill.
- **Confidentiality:** The content of the closed session discussion remains confidential, but the fact that the Commission voted on nominees can be reported in open session or in meeting minutes (without detailing the deliberation). Once nominees are forwarded to Council, their names become public as part of the Council agenda. The Commission should, out of courtesy, inform each nominee that they have been selected and their name submitted for appointment. Likewise, those interviewed but not selected should be privately informed and thanked for their time (and perhaps encouraged to stay involved or to apply again in the future if they were strong; they could even be considered as alternates if any nominee cannot serve).

City Council Review and Confirmation

- **Council President's Review:** The Council President (or a designated Council committee, such as the Public Safety committee) will first review the nominations. According to Council rules, prospective members are subject to a qualifications review by the Council President or designee. This might involve verifying that the nominations package is complete and that each nominee fulfills the required criteria. The Council President will then place the appointments on the City Council meeting agenda, including application materials for all applicants. Typically, appointments to boards are done via a resolution or docket item that lists the names and terms of each nominee.
- **Background Checks:** Appointments are contingent on the appointee passing a background check conducted by the City's Human Resources Department
- **Council Committee Hearing (if any):** Sometimes appointments go straight to the full Council, or they might be reviewed in a committee meeting first for discussion. If a committee hearing is scheduled, the Recruitment Committee Chair and/or Commission Chair could attend to speak on behalf of the nominees, and nominees themselves might be invited to introduce themselves to council members. The committee would then vote to forward the nominations to the full Council with a recommendation.

- **City Council Meeting Appointment Vote:** The final step is the City Council meeting where the appointments are considered. This is done in open session and is a public vote. Each applicant's name and the seat (e.g. term period, category) will be listed on the agenda materials. The Council will vote to approve the appointments.

It is advisable for the nominees to attend this Council meeting, since they may be asked to make a brief introduction. The Commission's leadership should also be present to show support for its nominees. A majority vote is required to confirm each appointment.

- **Oath of Office:** Once confirmed and after passing the background check, new Commissioners are required to take oath of office administered by the City Clerk. Their term officially begins upon Council appointment (or a specified start date like July 1 if filling a term cycle)
- **Orientation and Training for New Commissioners:** Appointing Commissioners is not the end of the process; proper orientation and training must follow to ensure new members can effectively fulfill their duties. Upon Council confirmation, the Commission (through its Training Committee or via staff) will implement the training program for the incoming Commissioners and track the progress of commissioners.