

Capitola City Council

Agenda Report



Meeting: July 25, 2024

From: City Manager Department

Subject: Police Chief Recruitment Process

Recommended Action: Approve the Police Chief internal recruitment process and designate up to two City Council Members to serve on the interview panel.

Background: Police Chief Dally has announced his intention to retire from the City of Capitola by the end of 2024. To prepare for his retirement, the City Manager's Department needs to begin the hiring process to be prepared to fill this position.

As with all City Department Head positions, the City Manager is responsible for hiring the Police Chief. Due to the public-facing nature of the Police Chief role, and the overall significance of the position, the Department Head Compensation Plan states the City Council shall review and approve the Police Chief recruitment process.

Discussion: Staff reviewed the recruitment process used in 2021 when the City last hired a Police Chief. In 2021, the City used a professional recruiting firm, Bob Murray and Associates, and selected several candidates, including one internal candidate. For this recruitment process, staff proposes an internal-recruitment, to assess current City employees for their readiness and capability as the next Capitola Police Chief. Staff recommends the following plan for the Police Chief recruitment:

1. Internal Review: Conduct internal meetings with the Police Officers Association and other staff regarding needed characteristics for the Police Chief.
2. Internal Recruitment: An internal recruitment will be conducted. Initial screening of candidates based on established criteria and testing will be completed. Candidates who are successful in the initial screening will complete panel interviews.
3. Two Interview Panels: 1) A panel comprised of community members, several Department Heads, and up to two Council Members; 2) a professional panel consisting of current and retired Chiefs of Police.

Based on the internal review and results of the interviews, the City Manager will select the successful candidate.

Staff anticipates interviews in mid to late September, allowing a new Police Chief to be in place by November 2024.

Fiscal Impact: None.

Attachments: None.

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Julia Gautho, City Clerk; Samantha Zutler, City Attorney

Approved By: Jamie Goldstein, City Manager