



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: March 10, 2021

Subject: Police Chief Search Update

Staff is seeking authority from the City Council to begin the process to select a new Police Chief.

Pursuant to the City Council's direction, we will be conducting an internal selection process. The process will consist of the following components:

1. City will post opening for the Police Chief position.
2. Letter of interest, application form and resume
3. First round of interviews. Interview panels could include area chiefs of police and the City's management team
4. Leadership assessment and role play/in-box exercises conducted by Martin-McAllister Consulting Psychologists.
5. Interview with City Council. The candidates will give a presentation to the City Council on a selected topic. The City Council will have an opportunity to ask questions of each candidate in a formal interview setting.
6. City Council deliberation. City Council will receive leadership assessment reports and perspectives from panels participating in the first round interviews as additional information to help guide its decision.
7. City Council will make conditional job offer to preferred candidate. A standard police background check will be conducted. City will negotiate terms of employment with selected candidate.
8. Selected candidate will begin a training period with the retiring Police Chief Ebeltoft.

Chief Ebeltoft has updated the job description for the Police Chief position. Please note that the job description is subject to change as a result of the Classification and Compensation Study currently underway by Baker Tilly. We hope to facilitate this process as expeditiously as possible to maximize the amount of time the successful candidate will be able to spend with Chief Ebeltoft.

If you have any questions regarding the outlined selection process, please don't hesitate to contact me at 763-784-6491.

