



TO: Mayor Shaun Sipma
Members of the City Council

FROM: Lisa Jundt, Human Resource Director

DATE: November 12, 2019

SUBJECT: RECRUITMENT PROCESS AND TIMELINE FOR POLICE CHIEF POSITION

I. RECOMMENDED ACTION

None Required/Informational Only

II. DEPARTMENT CONTACT PERSONS

Lisa Jundt, Human Resource Director 857-4753

III. DESCRIPTION

A. Background

With the impending retirement of Police Chief Jason Olson on January 31, 2020, the Human Resource Department has initiated the recruitment process to fill the position. The post for this position was opened on November 6, 2019 and will close on November 27, 2019, with tentative final interviews scheduled for December 9th and/or 10th.

B. Proposed Project

Final interviews for the position will begin in a panel format with panels consisting of 4 to 5 individuals, composed of Council members and City Department Leadership. The final interview of the top candidate(s) will be conducted by the Mayor and City Manager. City Leadership and the Human Resource Department's intent is to announce the replacement for Chief Olson by mid to late December.

IV. IMPACT:

A. Strategic Impact:

This position has been posted for recruitment on the City's internal and public websites and in local forums. It has also been posted in the following professional forums: ND State and Local Intelligence Center, ND Chiefs of Police Association, FBI National Academy Association and the International Chiefs of Police Association, with the hope of reaching out to and encouraging the application of qualified candidates.

B. Service/Delivery Impact:

If a qualified candidate is not identified prior to Chief Olson's retirement, City Leadership will have a plan in place to mitigate concerns due to the vacancy of the position, so as not to impact service to the Police Department or community.

C. Fiscal Impact:

This position is funded in the 2020 budget.

V. ALTERNATIVES

Keep the job open until filled with the best identified candidate.

VI. TIME CONSTRAINTS

Chief Olson has announced his retirement. His employment with the City is scheduled to end on January 31, 2020 so it is imperative to fill this position in a timely manner.

VII. LIST OF ATTACHMENTS

A. Job Description