

# Frederick Police Chief External Search Committee Meeting

## Minutes • October 8, 2020

Gayon Sampson, Executive Assistant to the Mayor, called the meeting to order at 11:33 p.m. Participating were:

### Committee Members:

- Derek Shackelford, Alderman
- Julia Schaeffer, Resident and Neighborhood Advisory Council (NAC) 11 Coordinator
- Kiesha Edmonds, Housing Authority of the City of Frederick
- Willie Ollie, Resident and retired Frederick County Sheriff's Dept. Detective
- Danielle Doll, Downtown Frederick Partnership
- Kavonte Duckett, Director of Alan P. Linton Emergency Shelter
- Eliezar Valentin-Castanon, Pastor, Trinity United Methodist Church
- Nkem Wellington, Resident and NAC 11 Coordinator
- Teresa Bean, Law Professor and former prosecutor
- Sgt. Jonathan Shatlock, Frederick Police Department
- Chelsea Kadish, Attorney

### International Association of Chief of Police (IACP) Representatives:

- Megan Casanova
- Jim Baker

### City Staff

- Gayon Sampson, Executive Assistant to the Mayor
- Karen Paulson, Director of Human Resources
- Saundra Nickols, City Attorney
- Phyllis Hane, Legislative Clerk

#### I. Approval of Minutes

On a motion made by Alderman Shackelford and seconded by Mr. Ollie the Committee unanimously approved the minutes of the October 1, 2020 meeting.

#### II. General Discussion

- **Public email address.** Mr. Sampson indicated the City will accept electronic public comments through the e-comment feature.
- **Number for public call-in.** This number is now posted on the city web page devoted to the police chief search process.

#### III. Review of Timeline

Ms. Bean briefly reviewed the timeline set out for the search process:  
Phase 1, Community Engagement - September – October

Phase 2, Committee and IACP Review of Candidates – October – November  
Phase 3, Present Candidates to Mayor – December

#### **IV. Community Engagement Sub-Committee Report**

Ms. Schaeffer provided a report from the sub-committee regarding the community engagement plan, which will focus on the stated goal of discovering the community's preferred qualities, qualifications and experiences in a police chief. She outlined several strategies for outreach:

**Formal announcement** through City website, press releases and City public meeting calendar.

**Survey.** The committee will work with the City Human Resources Department and IACP to develop specific questions. The survey will be designed to be completed in five minutes, incorporate rank choice voting where possible, request demographic information to ensure representation of a cross section of residents, and be available in English and Spanish. The survey will be available on the City's website through October 31.

**Written comments.** The City will provide access for written comments to be received. All comments, along with public comments at committee meetings, will be maintained as part of the record of the committee's proceedings.

**Evening meeting.** The sub-committee proposes holding the October 22 meeting of the committee in the evening to provide access for those unavailable during the regular 11:30 meeting time.

**In-person public comments.** The sub-committee recommends providing opportunity for in-person comments. Possible locations suggested include outdoors at a park, City Hall, the Municipal Annex and the Weinberg Center.

**Informal and targeted outreach.** Each member of the committee would be encouraged to reach out to their individual networks for input and report back to the committee. In addition, outreach would be targeted to specific constituencies through associated organizations including:

- Residents (NACs)
- Businesses (Department of Economic Development, Downtown Frederick Partnership)
- Civic Organizations (AARCH, Rotaries, Fraternal Organizations, March for Justice, SURJ, RISE)
- Faith Based Groups (Religious Coalition for Emergency Human Needs, Rescue Mission, Ministerial Associations)
- Government Entities (Department of Housing and Human Services, Housing Authority, Way Station, Frederick County Public Schools)
- Youth (Youth Advisory Committee, Local Student Government Associations)
- Legal Community (Bar Association)

The committee can prepare a narrative of what the goals are and why they are reaching out.

**Frederick Police Department.** Outreach to the sworn officers and civilian employees of the police department will be different than to the public. The committee will work with the City and FPD Human Resources Departments. Mr. Baker noted the scope of questions for the police department should go beyond qualifications to explore the specific needs of the department at this time and what will make a good fit.

Ms. Schaeffer will compile a list of targeted constituencies and distribute it to committee members so they can determine which areas they will be able to address. Ms. Bean will assist in drafting a common narrative to be used in communicating with organizational leaders. The goal of the outreach efforts is to reach as broad a cross section of the community as possible but to complete the outreach by the end of October in keeping with the timeline. This includes data gathering, analysis and reporting.

The committee discussed holding an evening meeting to increase accessibility for the public. A motion was made by Ms. Kadish and seconded by Mr. Duckett to change the time of the October 22, 2020 committee meeting to the evening. The motion was unanimously approved.

Discussion ensued concerning parameters for public comments, considering the time limits set by the Board of Aldermen (five minutes per individual and 10 minutes if representing a group) and the County council (3 minutes per individual and 5 minutes if representing a group).

A motion was made by Alderman Shackelford to limit public comments to five minutes. The motion failed for lack of a second.

A motion was made by Ms. Wellington and seconded by Rev. Valentin-Castanon to limit public comments to three minutes. Ms. Kadish offered a friendly amendment to allow ten minutes for a representative of a group or association. Ms. Wellington accepted the amendment. Following additional discussion of the merits of the motion and amendment, Ms. Wellington withdrew the motion.

A motion was made by Ms. Wellington and seconded by Mr. Duckett to limit all comments to three minutes. The motion was approved 10-1 with Alderman Shackelford opposed.

A motion was made by Sgt. Shatlock and seconded by Rev. Valentin-Castanon to set the time for the October 22, 2020 meeting from 7: 00 p.m. to 9:00 p.m. The motion was approved 10-1 with Ms. Kadish opposed.

### **IACP Template**

Sgt. Shatlock noted he was looking for some specifics regarding police department surveys carried out by IACP in the past. Mr. Baker indicated he will assist with developing questions for that survey.

There was discussion of the timeline, with many members expressing concern that the period for collecting input from the community may need to be extended another week in order to present a full picture. Ms. Doll noted some individuals may feel more comfortable completing the survey after they've participated in a meeting. Ms. Casanova indicated IACP can assist in developing a flyer to be distributed that will address some potential concerns.

**Public Comment**

No public comments were received.

A motion to adjourn was made by Ms. Kadish and seconded by Ms. Doll. The motion was unanimously approved.

Respectfully submitted,

Phyllis Hane  
Legislative Clerk