



## MEMORANDUM

**TO:** Board of Police Commissioners  
**FROM:** Reverend Jim Holley, Chairperson Personnel & Training Committee  
**DATE:** November 21, 2023  
**RE:** Personnel & Training Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Personnel & Training Committee, please see the key updates from the committee meeting held on November 21, 2023:

**Board Attendees:** Committee Chairperson Jim Holley, Commissioner Lisa Carter

Reconsideration of contingent appointment and salary for Acarie Jenkins to the position of Administrative Special Services Staff Exempt 2 (Analyst)

The Personnel & Training Committee discussed the originally recommended salary offer, the counter-offer, and the market analysis provided by Class Comp. The Committee approved the recommendation to the full Board to revise Acarie Jenkins salary offer from \$58,600 to \$72,694.

Consideration to appoint Mary Barber to the position of Administrative Special Services Staff Exempt 2 (Analyst)

Since the Committee's recommendation is to continue to pursue the offer with another candidate, this agenda item was not entertained.

Investigator Interviews

Six Investigator candidates were invited to interview. One candidate, Marcellus Ball, arrived and was interviewed.

The interview lasted approximately 30 minutes and consisted of the following elements:

- **Introductions, instructions, overview of position.**
- **Interview Questions.** Secretary Shah asked the candidate standard 3 questions on behalf of the Committee; and Commissioners asked clarifying/follow up questions as needed.
- **Writing Sample.** Secretary Shah facilitated the candidate watching a 2-minute and 10-second segment of publically available body worn camera footage. The candidate was given 10 minutes to type a writing sample based on the footage according to the instructions. Each Commissioner was provided a copy of the writing sample.

- **Candidate questions, next steps.**

After the interview, the Committee compiled scores and agreed on the following next steps:

- Pending Commissioner and HR availability, schedule an additional committee meeting for the week of 11/27/2023 to interview additional candidates from the current candidate pool.
- Request that HR re-post the investigator position to recruit for remaining open positions.

The Personnel & Training Committee does not have another meeting scheduled at this time.

Sincerely,

Reverend Jim Holley  
Chairperson, BOPC Personnel & Training Committee