



**DETROIT
BOARD OF POLICE COMMISSIONERS**

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MEMORANDUM

TO: Board of Police Commissioners
FROM: Darryl Woods, Chairman Personnel Committee
DATE: July 23, 2025
RE: Personnel Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Personnel Committee, please see the key follow-up from the committee meeting held on July 23, 2025:

Board Attendees: Committee Chairman Woods, Commissioner Liberty-Smith, Commissioner Bernard

Staff Attendees: Board Secretary – Lydia Garnier, Drew Fries – Executive Fiscal Manager

- **Administrative Assistant open positions posting:** Presently, the Board of Police Commissioners staff has 3 open Administrative Assistant positions – 2 with OCI and 1 with BOPC Headquarters. All 3 of these openings have been posted for hire by HR on Tuesday, July 22nd, 2025. This posting will be live and accepting applications for 2 weeks. As we strive to garner a strong pool of talent to select for interviews, we would like to engage with the community and spread awareness that the Board of Police Commissioners is hiring. A flyer to share with Commissioners' networks has been sent electronically via email and can also be found physically in your packets in today's Board Meeting. Thank you for the support in the effort to ensure the BOPC team is fully-staffed.

We thank you for your consideration and the next Personnel Committee meeting is to be announced.

Sincerely,

Darryl Woods
At-Large
Chairman, BOPC Personnel Committee