



# OAKLAND POLICE COMMISSION PERSONNEL COMMITTEE

## AGENDA

May 6, 2019

10:00 AM

Hearing Room 1, 1<sup>st</sup> Floor  
1 Frank H. Ogawa Plaza, Oakland, CA 94612

- I. **Call to Order**
- II. **Roll Call and Determination of Quorum**
- III. **Welcome, Purpose, and Open Forum** (2 minutes per speaker)  
The Committee will welcome and call public speakers. The purpose of the Oakland Police Commission Personnel Committee is to review personnel policies and procedures, and make recommendations on hiring decisions.
- IV. **Review of Regular Meeting Schedule**  
The Committee will review the regular meeting schedule and may adjust the schedule. Adjustments may include adding an additional meeting each month.
  - a. Discussion
  - b. Public Comment
  - c. Action, if any
- V. **Meeting Minutes Approval**  
The Committee will vote to approve the minutes from February 4, 2019 and March 11, 2019. ([Attachment 5a, 5b](#))
  - a. Discussion
  - b. Public Comment
  - c. Action, if any
- VI. **Community Police Review Agency (CPRA) Interim Executive Director Position**  
The Committee will discuss the vacant CPRA Interim Executive Director position, and a process and timeline for selecting candidates for consideration.
  - a. Discussion
  - b. Public Comment
  - c. Action, if any
- VII. **CPRA Executive Director Search**  
The Committee will review the next steps and process for hiring a permanent CPRA Executive Director, and may vote on establishing a process. ([Attachment 7](#))
  - a. Discussion
  - b. Public Comment
  - c. Action, if any

**VIII. Inspector General Position Update**

The Committee will discuss the status of the Inspector General position, and the process for recruiting and hiring someone to fill that position.

- a. Discussion
- b. Public Comment
- c. Action, if any

**IX. Pro Bono Legal Services Agreement**

The Committee will discuss and review an agreement from Henry Gage, III for pro bono legal services, and may vote on the agreement to send to the Police Commission. ([Attachment 9](#))

- a. Discussion
- b. Public Comment
- c. Action, if any

**X. Investigator Staffing**

The Committee will provide an update on filling the vacant Investigator II positions.

- a. Discussion
- b. Public Comment
- c. Action, if any

**XI. Criteria for Performance Review of Oakland Police Department (OPD) Chief**

The Committee will discuss the development of performance criteria. Several oversight agencies were contacted to determine if they had any criteria to share, but none did. The Committee may vote on establishing criteria or next steps.

- a. Discussion
- b. Public Comment
- c. Action, if any

**XII. Agenda Setting and Prioritization of Upcoming Agenda Items**

The Committee will review agenda items for future meetings. ([Attachment 12](#))

- a. Discussion
- b. Public Comment
- c. Action, if any

**XIII. Adjournment**



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Mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a [ktom@oaklandca.gov](mailto:ktom@oaklandca.gov) o llame al 510-238-7342 o 510-238-2007 por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

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**CITY OF OAKLAND  
OAKLAND POLICE COMMISSION  
PERSONNEL COMMITTEE**

**Meeting Minutes  
DRAFT**

**Monday, February 4, 2019  
6:30 PM**

City Hall, Hearing Room 1, Floor 1  
1 Frank H. Ogawa Plaza, Oakland, California 94612

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**I. Call to Order**

Ginale Harris announced that this is the Committee’s first meeting.

The meeting started at 10:00 a.m.

**II. Roll Call and Determination of Quorum**

Commissioners Present: Maureen Benson, Ginale Harris, and Regina Jackson.  
Quorum was met.

**III. Welcome, Purpose and Open Forum (2 minutes per speaker)**

The Committee will welcome and call public speakers. The purpose of the Oakland Police Commission Personnel Standing Committee is to review personnel policies and procedures, and make recommendations on hiring decisions.

Regina Jackson welcomed everyone.

Comments were provided by the following public speaker:  
Rashidah Grinage

**IV. Determination of Regular Meeting Schedule**

The Committee will decide its regular meeting schedule.

Comments were provided by the following public speaker:  
Rashidah Grinage

A motion was made by Maureen Benson, seconded by Regina Jackson, to affirm the first Monday of each month as a regular monthly meeting (10:00 a.m. – Noon) of the Personnel Committee. The motion carried by the following vote:

Aye: Benson, Harris, and Jackson

A second motion was made by Maureen Benson, seconded by Regina Jackson, to have Ms. Love do a Doodle Poll to determine a second meeting date per month that works for all over the next three months. The motion carried by the following vote:

Aye: Benson, Harris, and Jackson

**V. CPRA Executive Director Search**

The Committee will review the next steps and process for hiring a permanent CPRA Executive Director.

Comments were provided by the following public speakers:  
Rashidah Grinage  
Henry Gage, III  
Councilmember Noel Gallo

**VI. Performance Evaluation of OPD Chief**

The Committee will discuss the components and methodology for the Chief's performance evaluation.

Comments were provided by the following public speakers:  
Henry Gage, III  
Rashidah Grinage

**VII. Inspector General Position**

The Committee will discuss the next steps in the hiring process for the Inspector General once the class specification is approved by the Civil Service Board.

Comments were provided by the following public speakers:  
Rashidah Grinage  
Councilmember Noel Gallo  
Henry Gage, III

**VIII. Outside Counsel for Police Commission**

The Committee will finalize the process to hire an outside counsel for the Police Commission.

Comments were provided by the following public speakers:  
No public comment.

**IX. Agenda Setting and Prioritization of Upcoming Agenda Items**

The Committee will review agenda items for future meetings.

Comments were provided by the following public speakers:  
No public comment.

**X. Adjournment**

A motion was made by Regina Jackson, seconded by Ginale Harris, to adjourn this first Personnel Committee meeting at 11:34 a.m.

The motion carried by the following vote:

Aye: Benson, Harris, and Jackson



**CITY OF OAKLAND  
OAKLAND POLICE COMMISSION  
PERSONNEL COMMITTEE**

**Meeting Minutes  
DRAFT**

**Monday, March 11, 2019**  
10:00 AM  
City Hall, Hearing Room 1, Floor 1  
1 Frank H. Ogawa Plaza, Oakland, California 94612

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**I. Call to Order**

Commissioner Harris called the meeting to order at 10:01 a.m.

**II. Roll Call and Determination of Quorum**

Commissioners Present: Ginale Harris, and Regina Jackson.  
Quorum was met.

**III. Welcome, Purpose and Open Forum (2 minutes per speaker)**

The Committee welcomed and called public speakers. The purpose of the Oakland Police Commission Personnel Standing Committee is to review personnel policies and procedures, and make recommendations on hiring decisions.

Commissioner Jackson welcomed everyone.

Comments were provided by the following public speakers:  
No public comment.

**IV. Investigator Staffing**

Report on status of hiring for the Complaint Investigator positions that the Commission voted to unfreeze at their February 28 meeting.

Comments were provided by the following public speakers:  
No public comment.

**V. CPRA Executive Director Search**

The Committee reviewed the next steps and process for hiring a permanent CPRA Executive Director, and discussed the process that will be submitted to the Commission.

Comments were provided by the following public speakers:  
No public comment.

**VI. Inspector General Job Description**

The Committee discussed the changes that were made to the job description by the City.

Comments were provided by the following public speakers:  
No public comment.

**VII. Agenda Setting and prioritization of Upcoming Agenda Items**

The Committee reviewed agenda items for future meetings.

The next meeting is scheduled for April 1 (Caesar Chavez Holiday) – Commissioner Jackson is off. There will not be quorum. This meeting is cancelled.

The next meeting will be May 6.

Comments were provided by the following public speakers:

No public comment.

**VIII. Adjournment**

A motion was made by Commission Jackson, seconded by Commissioner Harris, to adjourn the meeting at 10:54 a.m.

The motion carried by the following vote:

Aye: Jackson and Harris

# OAKLAND POLICE COMMISSION

## Personnel Committee

### Agenda Report

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<b>Subject:</b>	<b>Community Police Review Agency (CPRA) Executive Director Search</b>
Date:	April 30, 2019
Requested by:	Police Commission Personnel Committee
Prepared by:	Chrissie Love, Administrative Analyst II
Reviewed by:	Richard Luna, Assistant to the City Administrator

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**Action Requested:**

The Committee will review the following questions associated with the attached interview process and may decide on a timeline and next steps.

**Background:**

The CPRA Executive Director job announcement was posted on the City’s website on April 12, 2018 and was closed on October 26, 2018. A total of 165 applications were received. The City Administrator’s office forwarded all applications to the Ad Hoc Committee which was established prior to the formation of the Personnel Committee. On March 29, 2019, 30 candidates selected by Committee Members were contacted to assess their continued interest in the position. Of those 30, 21 responded that they were still interested.

At the Police Commission meetings of April 11<sup>th</sup> and 25<sup>th</sup>, 2019, Vice Chair Ginale Harris presented to the full Commission a proposed interview process for selecting an Executive Director (**Attachment 7a**).

**Discussion:**

The Committee will discuss the next steps in the interview process.

In reviewing the proposed interview process, City staff has a few questions for the Personnel Committee that will help with the logistics in completing the interview process. Also, included below are suggested timelines for each step with potential dates, which are subject to change based on Commissioners’ availability.

### **Step 1: Preliminary Essay timeline**

<b>Item</b>	<b>Proposed Date</b>	<b>Details</b>
Administrative analyst pre-notices candidates that they will receive an essay prompt on May 17th, and will have three days to respond	May 13, 2019	Candidates are notified they will receive essay questions; notice to also include timeline and other potential interview dates should candidates advance
Administrative Analyst sends essay questions to candidates at 9:00 am	May 17, 2019	Candidates are given three days to complete
Essay answers returned to Administrative Analyst by 11:59 pm	May 21, 2019	Administrative Analyst compiles answers
Essay answers distributed to Personnel Committee	May 22, 2019	Personnel Committee scores answers and returns scores to Administrative Analyst
Committee members return scorecards to Administrative Analyst	May 28, 2019	Administrative Analyst calculates scores
Score results tabulated and distributed	May 30, 2019	Administrative Analyst distributes score results to Committee

### **Step 1 Questions from City staff**

1. Will the essay questions go out to all 21 candidates who are still interested in the position?
2. Will each member of the Personnel Committee read and score all 21 (or X number), or will the Committee members evenly divide the essays?
3. Will there be a scoring rubric for grading the essays? A detailed rubric is recommended as it would assist reviewers in differentiating between the scoring categories, i.e. help distinguish between an Exceptional versus a Strong response.
4. Attachment 7a references “any candidate that scores 12 or higher by any member of the ad hoc committee moves forward to Step 2.” Is the Committee open to capping the total number of candidates moving forward to Step 2? This would help in planning the logistics for the next round. Staff recommends the top 12 scoring candidates, who score an average of at least 12 or higher, advance to Step 2.
5. Do these proposed dates work for the Committee?

## **Step 2: Past Experiences Interview timeline**

<b>Item</b>	<b>Proposed Date</b>	<b>Details</b>
Administrative Analyst schedules phone interviews	May 31, 2019	Date is first date scheduling begins
Phone interviews (all day event)	Week of June 3, 2019	Each interview should take approximately 30 minutes
Scorecards due to Administrative Analyst	Week of June 3, 2019	Interview panelists to submit their completed scorecards for all candidates at conclusion of day
Administrative Analyst tabulates scores and communicates to Personnel Committee the names of those who scored 40 or higher	June 10, 2019	A chart of scores for each candidate is sent to Personnel Committee

### Step 2 Questions from City staff

1. What will be the makeup for phone interview panels? Two Commissioners and one community member, or one Commissioner and two community members?
2. Is there a rubric for scoring the responses?
3. Is the Committee open to capping the number of applicants moving to Step 3? The proposal states "every candidate that scores a 40 or higher by at least 2 members of the Interview Panel will move to the Behavioral and Competency Interview." Staff recommends the top 8 scoring candidates, who score an average of at least 40 by their respective interview panel, advance to Step 2.
4. What date does the Committee want to reserve for phone interviews? Do these proposed dates work for the Committee?

### **Step 3: Behavioral and Competency Interview timeline**

<b>Item</b>	<b>Proposed Date</b>	<b>Details</b>
Administrative Analyst schedules in person interviews	June 12, 2019	Date is first date scheduling begins
In person interviews begin (all day event)	Week of June 17, 2019	Each interview should take approximately 60 minutes
Scorecards due to Administrative Analyst	Week of June 17, 2019	Interview panelists to submit their completed scorecards for all candidates at conclusion of day
Administrative Analyst tabulates scores and communicates to Personnel Committee the names of those who scored 48 or higher	June 24, 2019	A chart of scores for each candidate is sent to Personnel Committee

#### Step 3 Questions from City staff

1. Will makeup of the in person interview panels match the Step 2 phone interview round?
2. Is there a rubric for scoring the responses?
3. The proposal states “every candidate that scores a 48 or higher by at least 2 members of the Interview Panel will move to the Final Interview.” At the October 25, 2018 Police Commission meeting, the Commission voted that “the Ad Hoc Committee bring the Commission no less than three candidates with an eye toward bringing [the Commission] three to five candidates and if it feels like it needs to exceed five candidates, it should be with the unanimous vote of [the] Ad Hoc Committee.” If more than five candidates score 48 or higher, will the Personnel Committee then evaluate and unanimously vote on which candidates advance to Step 4?
4. What date does the Committee want to reserve for in person interviews? Do these proposed dates work for the Committee?

**Step 4: Final Interviews timeline**

<b>Item</b>	<b>Proposed Date</b>	<b>Details</b>
Administrative Analyst contacts finalists to confirm final interview at July 11th Commission meeting	June 25, 2019	Personnel Committee submits names of finalists to interview at a Commission meeting
In person interviews at Commission meeting	July 11, 2019	3-5 candidates to interview in front of full Commission; Commission selects final 3 to send to City Administrator

Step 4 Questions from City staff

1. Does this proposed date work for the Committee?

**Attachments:**

7a – Interview Process for CPRA Executive Director

**Oakland Police Commission Interview Process**  
**Respectfully Submitted by G. Harris and M. Benson, modified per the December meeting**

**Step 1: Preliminary Essay**

All candidates put forth by the ad hoc committee review of qualification are asked to answer the following three questions (date due TBD by ad hoc committee.)

All candidates will be scored by the ad hoc committee on a scale of 1-5 for each question. Any candidate that scores 12 or higher by any member of the ad hoc committee moves forward to Step 2.

<b>Exceptional (5)</b>	<b>Strong (4)</b>	<b>Fair (3)</b>	<b>Weak (2)</b>	<b>Unacceptable (1)</b>
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"Directions to candidates:

There are three essay questions below. Answer all three with each answer not to exceed 750 words.

1. What do you understand to be the greatest challenges currently facing the Oakland Police Department, what is your vision of the role of the CPRA Executive Director and its relationship with the Police Commission and OPD leadership in addressing them?
  
2. What are the key factors to building trust between the police department and the community it serves, and how can your personal background and experiences help enable the CPRA to support such trust in the short, intermediate, and long terms?
  
3. Tell us your thoughts on why poverty in Oakland exists and how it is connected to the work of the ED of the CPRA?

**Step 2: Past Experiences Interview**

This is a Phone Interview Process. There will be Interview Panels of 3 people each that are a blend of community members (nominated by Commissioners, see below) and Commissioners.

Each Commissioner can nominate up to 2 community members of their choice to be on an Interview Panel. These nominees will be placed in a pool and scheduled in teams to conduct interviews.

All Interview Panels will conduct the Past Experiences Interview according the protocol. Each panelist will score the answers. Every candidate that scores a 40 or higher by at least 2 members of the Interview Panel will move to the Behavioral and Competency Interview. Scores are submitted to the ad hoc committee which work with the Admin Analyst to schedule the candidates moving forward to Step 3. \*How do we ensure these go to all members of the Ad Hoc without violating Brown Act?

**Step 3: Behavioral and Competency Interview**

This is an In-Person Interview Process.

There will be Interview Panels of 3 people each that are a blend of community members (nominated by Commissioners, see below) and Commissioners.

Each Commissioner can nominate up to 2 community members of their choice to be on an Interview Panel. These nominees will be placed in a pool and scheduled in teams to conduct interviews. All Interview Panels will conduct the Behavioral and Competency Interview according to the protocol. Each panelist will score the answers. Every candidate that scores a 48 or higher by at least 2 members of the Interview Panel will move to the Final Interview. Scores are submitted to the ad hoc committee which work with the Admin Analyst to schedule the candidates moving forward. \*How do we ensure these go to all members of the Ad Hoc without violating Brown Act?

**Step 4: Final Interviews**

These will be conducted in Closed Session. Final Candidates will be narrowed down to three to be submitted to the City Administrator for consideration.

Final Interview Questions asked by Commissioners must be limited to re-asking any of the essay or interview questions previously approved. Scores for all previously asked questions will be available to the Commissioners in Closed Session.

**Retainer Agreement for Pro Bono Attorney Services**

Identification of Parties

By this agreement, the Oakland Police Commission (OPC/Commission) retains Henry Gage III (Pro Bono Counsel) as Pro Bono Counsel and legal advisor to the Oakland Police Commission.

Affirmation of Pro Bono Representation

Pro Bono Counsel agrees to undertake this representation on a pro bono basis. Pro Bono Counsel will not charge the OPC for attorney or paralegal hours expended. Pro Bono Counsel will not seek attorneys' fees from the OPC for services provided pursuant to this agreement.

Agreements Concerning Representation

Pro Bono Counsel agrees to:

- (a) Provide legal opinions and legal services to the OPC as directed by the Chair, or by majority vote of the OPC.
- (b) Keep the OPC informed as to the status of assigned tasks, and to exercise due diligence in the performance of duties under this agreement.
- (c) Keep all sensitive information provided by the OPC confidential unless authorized by the Client to disclose it. Pro Bono Counsel may share information with other attorneys or staff working under the direction of Pro Bono Counsel or otherwise assisting with representation, provided that such individuals agree to maintain confidentiality.

Termination of Agreement

The OPC and Pro Bono Counsel may end this agreement at any time for any reason. Notice of Termination of this agreement shall be delivered in writing. Upon termination of this agreement, Pro Bono Counsel agrees to return all original documents furnished by the OPC.

Signatures & Further Affirmations

This writing represents the entire agreement between the parties and cannot be amended or modified except by a writing signed by the parties.

\_\_\_\_\_  
Oakland Police Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pro Bono Counsel

\_\_\_\_\_  
Date

Mobile – [REDACTED]

Email – [REDACTED]

Mail – [REDACTED]

**EDUCATION:**

**Santa Clara University School of Law**, Santa Clara, CA (Graduated – May 2015, CA Bar #306106)

Juris Doctor, with certified studies in High Tech Law, and Corporate Law

Witkin Award for Academic Excellence in Securities Regulation

President (2014-2015) Secretary (2013-2014) and Class Representative (2012-2013), Student Bar Association

Associate, *Santa Clara Law Review: Vol. 54*

Alumni Relations Chair (2014-2015), Black Law Students Association

Edwin A. Heafey Scholarship Recipient

Law Faculty Scholarship Recipient

**Santa Clara University**, Santa Clara, CA (Graduated – June 2011)

Bachelor of Arts, English, with an emphasis in Creative Writing

Related Coursework: Conflict Resolution, Technology & Communications, Argumentation, Public Speaking, and Business Ethics

**Continuing Education:**

Continuing legal education has included coursework in a wide variety of subjects, including:

- Employment Investigations & Interviewing
- Gender Identity, Sexual Orientation & The Creation of Inclusive Workplaces
- Advanced Litigation Skills
- Ethics for Criminal Law Attorneys
- Admission of Evidence & Evidentiary Foundations
- Prosecutorial Misconduct
- Social Media & Legal Ethics

**EXPERIENCE:**

**Richard, Thorson, Graves & Royer LLP**, Oakland, CA (November 2015 – Present)

Associate Attorney & Of Counsel

Manager, Summer Associate Program

Represents public agency clients in litigation set before Workers' Compensation Appeals Boards throughout California, with specific experience in the investigation and defense of claims filed by public safety officers. Duties involve overlapping work in the areas of Civil Subrogation, Disability & Employment Law, and Business & Government Tort Claims. Case file litigation experience includes a variety of litigation-related investigatory duties, such as taking and defending depositions, supervision of investigative staff, review and analysis of investigative reporting, and aggregate file reviews with client supervisors that are conducted to audit and analyze the effectiveness of internal controls and multi-matter litigation strategies. These reviews are often supplemented with statistical analysis regarding the effectiveness of comparative litigation strategies to help ensure that litigation reserves are used efficiently and effectively. Litigation experience includes extensive appearances before administrative law judges for oral arguments, motion practice, and trial. Supervisory and management experience has included involvement with Firm hiring and recruitment for associate attorneys, responsibility for the oversight of non-attorney staff, and the planning, creation, and supervision of the Firm's Summer Associate Program.

**Coalition for Police Accountability**, Oakland, CA (January 2016 – Present)

Member, Steering Committee

Chair, Policy Committee

The Coalition for Police Accountability is a community-driven, volunteer-based, non-profit advocacy group formed to address the persistent policy and political challenges of the Oakland Police Department. The Coalition advocates for progressive public safety policies and works in support of the Oakland City Council, the Council Public Safety Committee, the Community Police Advisory Board (CPAB), the Police Commission, and other related agencies. Members of the Coalition's Steering Committee provide executive direction for the work of the Coalition, and have been intimately involved in the creation of the Police Commission, the CPAB, and legacy oversight authorities. Steering Committee members regularly appear before policymakers to provide subject matter expertise and independent legal analysis of pressing public safety issues. In my role as Chair of the Coalition Policy Committee I am presently engaged in an ongoing review of all reports issued regarding the Negotiated Settlement Agreement. I possess a detailed understanding of related provisions of the Oakland City Charter, related City Ordinances, OPD Strategic Plans, OPD Department General Orders, OPD Training Bulletins, and OPD Organizational Structures.

**Santa Clara University Board of Trustees**, Santa Clara, CA (June 2016 – Present)

Young Alumnus Trustee

Member, Student Life & Athletics Committee

In accordance with the University Charter, granted by the State of California in 1855, the Board of Trustees holds full legal power and responsibility for the operation of the University, including the supervision of the ~2,000 members of the University's faculty and staff. The Student Life & Athletics Committee (SLAC) holds primary responsibility for the oversight of the Office of Student Life, which includes administrative units such as Campus Safety & Emergency Medical Services, Health & Counseling Services,

and the Office for Multicultural Learning, among others. The investigation and adjudication of discipline, including oversight of the University's Title IX Coordinator, falls under SLAC jurisdiction.

**United States Attorney's Office, Civil Division**, San Jose, CA (September 2014 – November 2014)

Law Clerk (Limited-Term Appointment)

Provided litigation support for three Assistant United States Attorneys by drafting briefs, motions, and memoranda for cases argued in the Northern District of California, and the Ninth Circuit Court of Appeals. Worked closely with supervising attorneys to assist in preparation for hearings and conferences.

**Juniper Networks Inc.**, Sunnyvale, CA (May 2014-August 2014)

Legal Intern (Limited-Term Appointment)

Worked alongside attorneys reporting to the IP, Corporate, Compliance, Finance, and Operations business units on assignments that touched nearly every aspect of the business. Assignments included review and audit of vendor and supplier contracts, trade compliance agreements, and conflict minerals reporting, as well as various litigation and transactional projects.

**Cypress Semiconductor Corporation**, San Jose, CA (Jan 2014 – May 2014)

Legal Intern (Limited-Term Appointment)

Provided litigation support to the Patent Litigation Group by conducting antitrust law research in preparation for pending action, drafting motions and memoranda for the in-house litigation team, and conducting statistical analysis of the active docket as part of a targeted IP litigation strategy.

**Altera Corporation**, San Jose, CA (May 2013 – August 2013)

Legal Intern (Limited-Term Appointment)

Worked alongside attorneys from the Corporate and Patent litigation groups on a wide range of assignments, including contract review and audit, contract negotiation, internal strategic planning, and patent litigation management. Projects included assisting business units with conflict minerals reporting compliance and audits, training foreign distributors about FCPA liability, and research on international patent exhaustion issues affecting foreign product lines.

**Fragomen, Del Rey, Bernsen & Loewy**, Santa Clara, CA (February 2012 – August 2012)

Project Assistant

Tasked with ensuring that clients followed Department of Labor guidelines concerning employment eligibility, and worked with supervisors to create protocols for the hiring and vetting of foreign nationals. Responsible for organizing and managing a large-scale document review project designed to digitize, categorize, and proofread client documents.

#### **ADDITIONAL EXPERIENCE & CREDENTIALS:**

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**National Association for the Civilian Oversight of Law Enforcement**

Associate Member

NACOLE is a non-profit organization that works to enhance accountability and transparency in policing, and build community trust through civilian oversight of police agencies. NACOLE members are afforded access to a variety of training materials, such as guidebooks for the implementation of new or revitalized police oversight, core competency analyses, recommended trainings, and webinars that address topics such as Predictive Policing, Crisis Intervention Programs, and Community Engagement Through Data, among others.

**Oakland Police Department Community Police Academy**

Graduate

The Community Police Academy is an intensive 14-week program that provides community members with a detailed overview of OPD functions, organizations, and capacity. The program provides attendees with the opportunity to learn from and engage with members of the department at all levels, from Patrol, to Specialized Units, to Academy staff and Command Officers. Attendees additionally participate in a ride-along, and graduates associated with the Community Police Academy Alumni Association meet regularly to assist with subsequent classes, and volunteer on behalf of the department.

**California State Bar – Specialization Examination (Completed Prerequisite)**

The State Bar certifies attorneys as specialists who have gone beyond the standard requirements for licensing as an attorney. A key prerequisite before an application for certification can be submitted requires candidates to sit for and pass a written examination in the legal specialty area. I sat for and passed the Legal Specialization Examination for Workers' Compensation Specialists in October 2017.

**Police Commission  
Personnel Committee  
Pending Agenda Matters List**

Pending Agenda Matter	Date Placed on List	Duties/Deliverables	Additional Information/Details	Priority Level	Timeline/Deadline	Scheduled	Lead Commissioner(s)
Finalize hiring of CPRA full-time Executive Director	2/4/2019	Committee to finalize process and submit to full Commission.	Decide on 2-3 candidates to submit to City Administrator.	High		5/6/2019	
Hire Inspector General (IG)	2/4/2019	Hire IG once the job is officially posted	Request a copy of the job description prior to submission to Civil Service Board. HR staff is completing a compensation study for the position. Since this position is new to the City's Salary Ordinance, this step is required so the IG can be properly funded. Concurrently, HR staff has been conforming the IG job description approved by the Police Commission to fit a class specification for the position. HR staff anticipates this work to be completed in the coming weeks. The next two immediate steps are: 1) The Civil Service Board will need to approve the class specification, which staff anticipates will happen in February; and 2) The salary ordinance will then need to be approved by the City Council. The IG position will become open after these two steps are completed.	High		5/6/2019	
Performance Reviews of CPRA Director and OPD Chief	2/4/2019	Conduct performance reviews of the Agency Director and the Chief	The Commission must determine the performance criteria for evaluating the Chief and the Agency Director, and communicate those criteria to the Chief and the Agency Director one full year before conducting the evaluation. The Commission may, in its discretion decide to solicit and consider, as part of its evaluation, comments and observations from the City Administrator and other City staff who are familiar with the Agency Director's or the Chiefs job performance. Responses to the Commission's requests for comments and observations shall be strictly voluntary.	High	Annually; Criteria for evaluation due 1 year prior to review	5/6/2019	
Interim Inspector General/Contractor	2/4/2019	Committee to seek input from Interim Executive Director Karen Tom	Hire as a contract position; pull from job description and determine length of contract; examine IG salary to create a rate; background checks and other kinds of secure access needed; consider task that require minimal access to confidential info; determine top 2-3 projects; consider short term (audits of discipline); ask Coalition to draft a project based job description; ask CAO to create a 6 month interim position; investigate how CPRA can assist	Medium			
Policy Analyst position	2/4/2019		Determine specific projects the CPRA Policy Analyst is working on and investigate re-writing job description	Medium			

**Police Commission  
Personnel Committee  
Pending Agenda Matters List**

Pending Agenda Matter	Date Placed on List	Duties/Deliverables	Additional Information/Details	Priority Level	Timeline/Deadline	Scheduled	Lead Commissioner(s)
Review Urban Strategies' community survey and consider producing a comprehensive one	2/4/2019			Medium			Jackson
Creation of Form Regarding Inspector General's Job Performance	2/4/2019	Create a form for Commissioners to use in providing annual comments, observations and assessments to the City Administrator regarding the Inspector General's job performance. Each Commissioner shall complete the form individually and submit his or her completed form to the City Administrator confidentially.	To be done once Inspector General position is filled.	Low			