



City of South Bend Common Council

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NEWS RELEASE

Subject: South Bend Council Moves to Final Interview Public Portion of Hiring Process for Community Police Review Board Office Director and Seeks Public Input on Final Questions

Date: Friday, February 24, 2023

From: Council President, Sharon L. McBride

Contact: Bob Palmer, Council Attorney: bpalmer@southbendin.gov

South Bend Council Moves to Final Interview Public Portion of Hiring Process for Community Police Review Board Office Director and Seeks Public Input on Final Questions

The Common Council has narrowed down the candidate hiring pool for the position of Director of the Community Police Review Board Office and will be hosting an open forum with the finalists on **March 20, 2023**, at **7:00 p.m.** at the **St. Joseph County Public Library in Ballroom A.**

Prior to the public open forum with the finalists, the Council is seeking public input and suggested questions for the finalist to be asked and discussed during the March 20th public event. The public can submit questions via email to March20TownHall@southbendin.gov or by leaving questions in writing to Council Attorney, Bob Palmer on the 4th Floor, 227 W Jefferson Blvd, South Bend, IN 46601. All questions and topics must be submitted at least 48 hours in advance of the March 20th event.

Four candidates have been given invitations to participate in this final interview round for the job of Director. The initial candidate pool began with 40 applicants. The application has continued to remain open and active and new candidates continued to be added. In all the Council considered 51 applicants to narrow down the finalist pool.

The Council agreed to and voted on a hiring process plan in early 2022 which included two initial rounds of interviews and this third-round public forum meeting. The final public forum was to include no more than five candidates. The process plan also provides that the “applicants shall all participate individually, one at a time in the meeting and not be present when they are not participating. Each applicant will be given seven minutes to introduce themselves and discuss their goals for the office, followed by questioning by the facilitators. All questions and discussion shall be





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facilitated during the meeting by the Moderator, a City Human Resources Representative, Council Attorney or Council President. All applicants will be asked the same questions during this third round of interviews.

Immediately following the interview of all candidates, the meeting will be open to members of the public for input and discussion on the applicants. This meeting is intended to be a listening session for the Council and the Council will hold all of its input and discussion for the public meeting described in the next paragraph. During the public input portion, the public shall be allotted three minutes for comments and after all those have spoken that wish to speak, a second comment time of two minutes. Following public input portion of the meeting, the Council to provide its input into the final determinations and express its opinion on the finalists.

Following the meeting, based on the input of both the public and the Council, meeting, the Council President, the Vice President, the immediate past Council President and the Chair of the Health & Public Safety Committee shall hold a closed-door meeting and then file a Recommendation Resolution recommending no more than three applicants to the Mayor as required by the City Ordinance. The Resolution shall be considered at the next Council meeting after its filing. The Mayor shall then select one of the applicants listed in the approved Recommendation Resolution for the position of Director of the Community Police Review Board Office.

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