

SDOB 2023 TIMELINE – TASKS AND BENCHMARKS

Last Updated: February 3, 2023 JDS

JANUARY

- Budget
- *Notice of Special Meeting of Committee to Solicit Public Comment on IG Job Description*
- *IG Job Description Draft / Committee assignment complete. Draft to SDOB for review and comment. Committee dissolved.*

FEBRUARY

- Budget
- Finalize Mission Statement
- Finalize Statement of Incompatible Activities
- Finalize Rules of Order
- *IG Job Description Draft / HR Refinement*
Community Meeting 1 (Southeast, Fillmore, Westside – Sunset, and Westside – Richmond District / Marina)
- Discussion Content / Draft of Annual Report to the Sheriff and Board of Supervisors

MARCH

- Budget
- **Annual Report to the Sheriff and Board of Supervisors**
- *HR Version of IG Job Description*
Community Meetings 2 and 3 (Southeast, Fillmore, Westside – Sunset, and Westside – Richmond District / Marina)
Finalize Job Description for posting and finalize opening and closing posting dates
- *Presentation by Michelle Philips, Oakland's First Inspector General*
- Finalize Business Cards
- Report from Sheriff's Office
- ID Photos – Dan Leung to Check on Drop Down Department Code for Board Members to Schedule Appointments
- Discussion on ID Badges
- Discussion of additional 60 hours of training for SDOB Members
- Seats 1, 3, and 5 (Members Palmer, Afuhaamango, and VP Carrion) terms expire and up for reappointment

APRIL

- Budget

- Report from Sheriff's Office
Report on Jail Health / Department of Public Health
- *HR IG Job Posting*
Community Meeting 4 (Southeast, Fillmore, Westside – Sunset, and Westside – Richmond District / Marina)
- *Presentation by Kathy Lee (ret.), Berkeley Police Commission Review Officer and Interim Director of Police Accountability*
- *Additional 20 hours of training for SDOB Members (40 of 80 hours)*

MAY

- Discussion of Content / Draft of Quarterly Report to the Sheriff and Board of Supervisors
- HR Training Video on interviewing candidates and permissible questions, SDOB certifying confidentiality, and review with Deputy City Attorney on conducting closed session interviews

JUNE

- **Quarterly Report to Sheriff and Board of Supervisors**
- ID Badges
- *IG Candidate Interviews*

JULY

- Report from Sheriff's Office
- Presentation by Assistant Chief Tanzanika Carter on community engagement programs and approaches
- *IG Candidate Interviews*
- *Additional 20 hours of training for SDOB Members (60 of 80 hours)*
- Begin regular community engagement calendar

AUGUST

- Discussion Content / Draft of Quarterly Report to the Sheriff and Board of Supervisors
- ***Selection of IG***
- National Night Out

SEPTEMBER

- **Quarterly Report to Sheriff and Board of Supervisors**
- Chinatown Night Out

OCTOBER

- Report from Sheriff's Office
- ***Onboarding of IG with ongoing assistance from PDA and HR orientation and assistance on Civil Service hiring of OIG staff***
- *Additional 20 hours of training for SDOB Members (80 of 80 hours)*

- Community event

NOVEMBER

- Discussion Content / Draft of Quarterly Report to the Sheriff and Board of Supervisors
- Community event

DECEMBER

- **Quarterly Report to Sheriff and Board of Supervisors**
- Community event