

## **Hiring PIG Report**

### **March 8, 2024**

On August 30, 2023, the Law Enforcement Standards Board (“LESB”) created a Permitted Interaction Group (“PIG”), with the authority to “sift through applications, conduct interviews, and/or make preliminary recommendations for hire.” The members of the PIG are Chair Todd Raybuck, Vice-Chair Adrian Dhakhwa, Chief John Pelletier, Chief Jason Redulla, Chief Arthur Joe Logan, Major Sherry Bird, and Nicholas Courson. The PIG met via Zoom on 1/24/24, 2/2/24, 2/9/24, and 2/29/24.

### **Background**

- The LESB Administrator position was posted on the state Department of Human Resources Development (DHRD) and Department of the Attorney General (AG) websites on 12/1/23.
- Adrian Dhakhwa was the point of contact for receiving the applications.
- The PIG members agreed to disclose if they knew any of the applicants and to not disclose to others outside the PIG the process, interview questions and answers, and grading criteria until the appropriate time. To minimize any bias, the applicants’ names and addresses were redacted before disseminating to the rest of the group.
- Seven applications were received from 12/1 through 12/28/23.
- On 1/24/24, the PIG met and decided that seven applicants from across the country was a sufficient pool size to start considering for the Administrator position.
- The PIG applied a two-step screening process:
  - First, reviewed the initial submissions and evaluated the applicants’ backgrounds, qualifications, and suitability for the position of LESB Administrator. After an initial review of the applicants’ resumes, applications, and cover letters, one applicant was eliminated from further consideration, leaving six applicants.
  - Second, invited the six remaining applicants to submit written answers to two questions. An objective grading matrix was created. On 2/13/24, the six applicants were given the two questions, with a three-page limit for each question. Responses were due by the close of business on Monday, February 26, 2024.
    - On 2/18/24, one applicant informed the Board that he took a promotion and was withdrawing from further consideration.
    - By 2/26/24, the deadline for the applicants’ written submissions, the PIG received responses from four applicants. The written submissions were distributed for individual grading.
    - On 2/28/24, one applicant contacted the Board acknowledging that he was aware that he failed to respond to the written component. Written notice that he was no longer under consideration was sent to him via letter/email on 3/6/24.
    - On 2/29/24, the group discussed their individual grades for the applicants’ written responses.
      - Two applicants did not have passing scores based on their submissions and were notified they were not selected via letter/email sent on 3/6/24.

- The two finalists were notified that the next step is an in-person interview on March 27, 2024, which will be held at the Honolulu Police Department, 801 S. Beretania Street, Honolulu, Hawaii 96813. Time TBD. The finalists were also notified that public input may be solicited and were asked to consent to the release of their names as finalists for the Administrator position. Both finalists have consented in writing to the release of their names.
- On 3/5/24, the Administrator posting was removed from the State of Hawaii DHRD and AG websites.

## **Recommendations**

The PIG recommends the following:

1. That the LESB interview the two finalists the PIG selected on March 27, 2024. If a quorum of the whole LESB cannot be secured on that date, the PIG recommends that the LESB create a hiring sub-committee from members who are available on that date.
2. That, given the unique nature and sensitivity of the LESB Administrator position, the LESB interview the finalists in a live, in-person interview, and not allow requests for online interviews.
3. That the LESB consider interviewing in Open Session. However, to eliminate an unfair advantage to one of the finalists, the PIG specifically recommends interviewing them either via:
  - (A) A panel-style, where both are interviewed at the same time, with the finalists taking alternating turns answering questions first; or
  - (B) Interview the finalists one at a time, but sequester the second finalist while interviewing the first.
4. Alternatively to #3, that the LESB interview the finalists individually in Executive Session, but that the relevant Executive Session minutes be publicly released after the hiring process is complete.
5. That the LESB, or a sub-committee of the LESB, craft ten interview questions, and an objective grading matrix, in Executive Session.
6. That the LESB combine the finalists' written scores with their in-person interview scores to determine which finalist to extend a conditional job offer.

7. That the finalist selected by the LESB be given a conditional job offer, subject to passing a background check and any other pre-employment requirement recommended by DHRD.

Respectfully submitted,

Chair Todd Raybuck  
Vice-Chair Adrian Dhakhwa  
Chief Arthur Joe Logan  
Chief John Pelletier Major  
Sherry Bird Chief Jason  
Redulla Nicholas Courson