



**DETROIT
BOARD OF POLICE COMMISSIONERS**

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MEMORANDUM

TO: Board of Police Commissioners
FROM: Darryl Woods, Chairperson Special Personnel & Training Committee
DATE: April 4, 2024
RE: Personnel & Training Committee Meeting Memo

Dear Colleagues,

On behalf of the Board of Police Commissioners Special Personnel & Training Committee, please see the key updates from the committee meeting held on April 1, 2024:

Board Attendees: Committee Chairperson Darryl Woods(Zoom), Vice Chair Tamara Smith, Commissioner Lisa Carter

Exec Admin Asst II Interviews

Seven Admin Asst II candidates were invited to interview. Two candidates, Artemisia Johnson, and Sianneh Jensen arrived and was interviewed.

The interviews lasted approximately 15-20 minutes each, and consisted of the following elements:

- Introductions, instructions, overview of position.
- Interview Questions. Commissioner Smith and Carter asked the candidate the standard 5 questions. Commissioners asked clarifying/follow up questions as needed.
- Writing Sample. Ms. Joshua was the only candidate to prove a legal writing sample. Each Commissioner was provided a copy of the writing sample.

After scoring each candidate, the Special Personnel & Training Committee voted to move Artemisia Joshua to the full board for the position: Executive Administrative Assistant II(Legal). The Special Personnel & Training Committee discussed and approved the recommended salary offer of \$65,000, pending further negotiation and background check.

Sincerely,
Darryl Woods, Chairperson Special Personnel & Training Committee