

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**  
**POLICE CHIEF SEARCH COMMITTEE OF COUNCIL (AD-HOC)**  
**MEETING MINUTES**  
Tuesday, April 11, 2017

A meeting of the ad-hoc committee was held at 8:30 a.m., Tuesday, April 11, 2017 at Town Hall, 2056 Middle Street, all requirements of the Freedom of Information Act having been satisfied. Present were Committee members, Mayor O'Neil; Council members Clark (Public Safety Committee Chair) and Howard (Administration Committee Chair); and Administrator Benke.

**I. Call to Order.** Mayor O'Neil called the meeting to order, stated the press and public were duly notified pursuant to state law, noted all Committee members were present (no public/press).

**II. Approval of Minutes – March 28, 2017 Committee Meeting**

**MOTION: Council member Clark moved to approve the March 28, 2017 Committee minutes as presented; seconded by Councilmember Howard. MOTION UNANIMOUSLY PASSED.**

**III. Review Position Qualifications**

Committee went into executive session at approximately 8:35 a.m. (Councilmember Howard motioned; Clark seconded; unanimously approved).

Committee returned from executive session at approximately 9:31 a.m., noting no decisions or actions were taken in executive session (Councilmember Howard motioned; Councilmember Clark seconded; unanimously approved).

**MOTION: Councilmember Clark moved to approve the proposed job description, as discussed in executive session, and proceed to secure a new Police Chief; seconded by Councilmember Howard. MOTION UNANIMOUSLY PASSED.**

**Recruitment Considerations**

**Advertisement:** Town will broadly advertise the position through the Town's website, Municipal Association of South Carolina website, local newspapers, the national Chief's Association and equivalent national association for senior patrol officers.

**Timeline/advertisement deadline:** Committee recommended keeping the application deadline open-ended and not establishing a horizon deadline to fill the position.

Committee stressed the need to include information regarding the Police Department and Island that would assist a candidate with understanding the scope of the job and the nature/size of the community for which he/she would serve as the top law enforcement leader.

### **III. Adjourn**

There being no further business, the meeting was adjourned (Councilmember Clark motion; Councilmember Howard seconded; unanimous approval) at approximately 9:40 a.m.

Respectfully submitted,  
Patrick M. O'Neil, Mayor

Approved at the May 26, 2017 Police Chief Search Committee (Ad-Hoc)