

To Chairman Rossi

As per your telephone request of 3:58 PM today, I am sending you a draft Help Wanted advertisement and a process/timeline based on your last process.

Tim

CHIEF OF POLICE

CHILMARK, MASSACHUSETTS

The Town of Chilmark is accepting applications for Chief of Police. The Chief will report to Select Board and direct a department comprised of 4 full-, 3 part-time year-round officers and 2 summer officers.

The Chief is final authority on policy, operations, and discipline.

The new Chief will build profound respect among our small town's diverse constituencies and will understand "keeping the peace" is paramount. The current chief has smoothly and effectively carried out his law enforcement responsibilities by being an outstanding leader and intimately knowledgeable about people, traditions and customs of the community. Successful applicant will be held to the highest performance standards, prepared to immediately take charge, possess inherently strong interpersonal/ leadership skills, courteous, pleasant and approachable, prepared to apply full energy towards enhancing police operations. Required skills/credentials include Massachusetts Municipal Police Training certification POST, First Responder/CPR certification

or the ability to obtain such certifications within 6 months. Applicants must possess: either BA or 2 years college combined with technical training e.g. Police Academy, FBI, professional education courses including business, public administration or management, minimum of 5 years' experience supervising municipal employees, ability to apply federal, state statutes, town bylaws to law enforcement, sound judgment, initiative, knack to communicate effectively with town officials/employees, federal/ state officials, general public.

Salary range \$120,000 – 150,000/year. Applications or information may be obtained by contacting jobs@chilmarkma.gov or (508)645-2109. Applications must be submitted by January 3, 2023. Chilmark is an Equal opportunity Employer and complies with Affirmative Action.

TO: Select Board

FR: Town Administrator

DT: 8 December 2022

RE: **Police Chief Search and Timeline DRAFT**

Using Bill Rossi's 2016 memo as the starting point, here is a process and time line for you to discuss at your December 20th meeting. However, if approved via email, I could put the legal ad in the paper Tuesday afternoon with a publish date of Friday December 16th to start the process rolling.

• **December 16 & December 23, 2022**

Advertise in local newspapers for two weeks along with Massachusetts Chiefs website. Minimum requirements should include at least 10 years law enforcement experience with a minimum of 5 years in a supervisory role.

Applicants should be asked to submit a letter of interest along with a resume. Job application and description for Police chief should be available to download from the town website. A application package should be available at the town hall.

Advertised compensation should be \$120k to \$150K to be negotiated with select board.

- **January 3, 2023 Deadline for applications**

- **January 4-18, 2023**

Selection committee should conduct an initial screening of applicants, depending on the number of applicants; interviews should be limited to five. The committee should choose top three for final interviews with selectmen.

Selection committee should consist of :1 select board member; 1 human resource board member; current police chief, 1 member of the community at large.

- **January 31, 2023**

Top three candidates should be interviewed by selectmen at a special Select Board meeting. We should have 5 to 6 standard questions for each candidate and request any questions from them. A closing statement should be given by each candidate at the end of each interview. We should close the meeting and agree to reconvene on February 1st 2023 to deliberate and choose a candidate after the interviews.

- **February 7th 2023 Select Board Meeting**

Officially appoint new police chief, hopefully after successful contract negotiation with starting date within two weeks from appointment. If in house candidate is chosen, the next day.

I am resending the video presentation prepared by Labor Counsel in a separate email. It does outline a process we are not using, however it was very informative on many topics and prepared for the town Pro Bono by Labor Counsel.

Tim Carroll

Town Administrator

Town of Chilmark

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