

TO: Selectmen
FR: Selectman Rossi
DT: 06 January 2016
RE: Police Chief Search and Timeline

- January 13th, 2017

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 roll.

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 \$130K to be negotiated with selectmen.

- February 1st to 14th

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 selectman; 1 human resource board member; Interim police chief.

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- February 15th to 28th

Top three candidates should be interviewed by selectmen at the Feb. 21st 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 deliberate and choose a candidate after interviews.

- March 7th Selectmen's 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.