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To: Town Council

Fr: Paul Bockelman, Town Manager  
Melissa Loiodice-Walker, Human Resources Director

Dt: August 12, 2023 [Updated August 19, 2023]

Re: Police Chief Search Process

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### **BACKGROUND**

As you know, former Police Chief Scott Livingstone retired from the Town, and I appointed Captain Gabe Ting as the Temporary Police Chief.

Under Section 3.3(a) of the Town Charter, the Town Manager is the appointing authority for all department heads, including the Police Chief. Under 2.11(a) of the Town Charter, the Town Manager is required to refer department head appointments to the Town Council, which has 14 days to approve or reject the appointment or take no action, in which case the appointment is approved.

### **PROCESS**

In accordance with the Town Charter, the Town is engaged in a search to ensure that the person appointed by the Town Manager is done on the basis of merit “demonstrated by examination, past performance, or other evidence of competence” and shall be a person “especially fitted by education, training, and previous work experience to perform the duties of the office or position”. (See section 6.2 of the Town Charter.)

The Town Manager has asked the Human Resources Director to be the staff lead in recruiting, interviewing, and recommending finalist candidates to the Town Manager.

To support this work, the Town Manager will appoint an advisory screening committee to assist in the review of applications and conduct the initial interviews of candidates. I will ask the advisory screening committee to provide me with advice and counsel on the appointment.

We have engaged a professional search firm, GovHR, Inc. <https://www.govhr.com> to conduct outreach to the community; develop a position profile; support the Human Resources Director in advertising and recruiting; develop interview standards and questions; and conduct a background check on the appointed candidate.

## **SCHEDULE**

- Community Engagement
  - GovHR will:
    - Conduct two in-person open forums with members of the public
      - *September 11-12*
    - Engage in targeted outreach to specific community groups (staff, youth, community groups)
      - *September 11-12*
    - Conduct one-on-one meetings with key stakeholders (Town Council, Community Safety and Social Justice Committee, Human Rights Commission, key Town staff, Police staff, etc.)
      - *September 18-19*
    - Provide a summary report based on the information gathered during the interviews and open forums and review with the Town Manager and Human Resources Director
      - *September*
    - Develop and provide a draft position announcement to the Human Resources Director
      - *September*
  - Town Manager and Human Resources Director will:
    - Develop charge for advisory screening committee
      - *August-September*
    - Recruit and appoint members to serve on the advisory screening committee
      - *August-September*
    - Finalize criteria for Police Chief
      - *September*
- Advertising and Outreach
  - Human Resources Director will:
    - Draft and finalize criteria and position announcement
    - Place ads, purchase online advertising, and conduct candidate outreach
    - Conduct and manage all candidate outreach
      - *September - October*
  - GovHR will:
    - Review and provide suggested revisions of position announcement to maximize candidate interest
    - Provide a list of suggested online advertising sources
      - *September - October*
- Candidate Evaluation, Screening, and Appointment
  - Human Resources Director will:
    - Review all candidates
    - Staff the advisory screening committee

- Develop draft questions to ask during the interview process
  - Manage all contacts with candidates
  - Schedule and oversee interviews
    - *October-November*
- GovHR will:
- Meet with the Advisory Screening Committee to provide an orientation and protocols for the interviews
  - Review final candidates and provide due diligence services including:
    - Candidate questionnaire
    - Internet search
    - Social media search
    - News media search
  - Meet with the Advisory Screening Committee to present information provided in the due diligence process
  - Conduct deep background screening of the finalist selected by the Town Manager
    - *September - November*
- Advisory Screening Committee will:
- Review and approve questions to ask during the interview process
  - Review candidates in accordance with criteria
  - Select candidates to interview
  - Meet with GovHR to prepare for interviews and set protocols for interviews
  - Narrow the candidate pool to up to three finalists to recommend to the Town Manager
  - Meet with the Town Manager to discuss candidates
    - *October-November*
- Town Manager will:
- Conduct interviews of finalists
  - Make appointment
  - Refer appointment to the Town Council
    - *October-November*
  - Request extension of time for Temporary Police Chief
    - *(October 23rd per Charter Section 3.3(b))*
- Town Council will:
- Review appointment and vote to approve, reject, or take no action within 14 days of referral
    - *November*