

2023 RICHMOND POLICE CHIEF HIRING PROCESS

(As of 3-7-23. Timeline is subject to change)

1. Position posted on January 23, 2023
2. Applications accepted until February 24, 2023. Applicant names will be kept confidential. Only the finalists who are selected for the public form will be made public.
3. Hiring Committee to be formed by February 24, 2023. The two Selectboard members will be appointed by the Selectboard. Then the appointed Selectboard members and the Town Manager will decide on the remaining members of the committee. Letters from Richmond Community members who are interested in serving on the Committee are due to the Town Manger by the end of the day on February 17, 2023.
 - a. Committee will be comprised of the following:
 - i. Richmond Town Manager – Josh Arneson
 - ii. Richmond Police Representative – Interim Richmond Police Chief Benjamin Herrick
 - iii. Local Police Chief or VLCT Law Enforcement Professional – South Burlington Police Chief Shawn Burke
 - iv. Williston Community Justice Center Executive Director – Christalee McSweeney
 - v. Richmond Selectboard Member – Bard Hill
 - vi. Richmond Selectboard Member - June Heston
 - vii. Richmond Community Member – Ann Naumann
 - viii. Richmond Community Member – Brad Worthen
 - ix. Richmond Community Member – Jamie Valyou
4. Hiring Committee to review resumes and complete initial review of applicants by March 21, 2023
 - a. Select four to five candidates from the applicant pool to be interviewed by the Hiring Committee.
 - b. Interview questions developed by Hiring Committee.
5. By April 10, 2023 Hiring Committee to interview the candidates and recommend no more than two finalists to the Town Manager.
6. By April 24, 2023 the top two candidates will attend the following second interview and public forum:
 - a. Meet for one hour with a second interview group to include: all Richmond Police Department Staff, a Richmond Rescue Member, a Richmond Fire Department Member, a Richmond Highway Department member, and Hiring Committee.
 - b. Meet for one hour in a public forum. Candidates will be given 15-20 minutes to address community members and then answer attendee questions for 40 minutes. The forum will be scheduled for 60 minutes. Forum will have a moderator/facilitator. Finalists will not be allowed to attend each other's forum.

- c. The second interview and public forum may be scheduled on separate days or on the same day. If they are scheduled on the same day the schedule may look like this.
 - i. One candidate will meet with the second interview group first then go to the public forum. The other candidate will go to the public forum, then meet with the second interview group. The schedule may look like this
 - 1. 5pm: Candidate A meets with the second interview group
 - 2. 6pm: Candidate A attends the public forum
 - 3. 7pm: Candidate B attends the public forum
 - 4. 8pm: Candidate B meets with the second interview group
 - d. Forum attendees and second interview group members will have until three days after the forum to provide their feedback to the Town Manager.
- 7. By May 1., 2023 the Town Manager makes a conditional offer of employment to his choice for Police Chief. The offer is conditional upon successful completion of a background check and knowledge that the candidate is Level 3 certified or can become so within 6 months after hire.
- 8. By May 8, 2023 assuming background check is satisfactory, job offer is accepted.
- 9. By June 12, 2023 candidate begins employment.