

## **Town of Richmond**

### **Interim Chief of Police/Interim Police Director**

#### **Background Statement**

**(Document produced in 2018)**

The Richmond Police department currently staffs a chief, five full time officers and a 20 hour per week administrative assistant. The Fy2019 budget is \$690,000 including capital equipment. The current chief earns \$75,851. Richmond has had a small police department since about 1992, and the size has grown only slightly since then. With the chief retiring after seven years, two officers have decided to take offers at larger agencies. The remaining three officers are two level 2 certified, and one level three who enjoys the School Resource Officer assignment. The remaining three officers are upset with the initiation of a public outreach on the future of policing in Richmond, and morale is low. They believe they would like to cover shifts in a certain way, giving themselves more control over coverage, and they are in need of strong leadership with a positive attitude.

Richmond has determined that the police department needs a new facility – one that is modern and meets the needs of current safety requirements. Given that this would be a 20-year financial commitment, the public has questioned how we intend to provide services for the next 20 years. The effort to understand the majority opinion has begun and is likely to take several months. We would expect the interim chief to be an objective source of information regarding policing, regional issues and costs. Ultimately, the choices are limited to keeping the department in-house, either as-is or modified in some way; eliminating the department and using state police as emergency response in the way that some neighboring towns do; or contracting with another agency – likely Williston. These last two options have our officers concerned about their futures. The first option would see us begin recruitment for a permanent chief and possibly candidates for patrol officer.

Richmond seeks an interim chief/interim director to manage the department as it transitions and offer technical assistance to the Selectboard during the outreach period. The town expects this process to last through Town Meeting next year – likely until June of 2019. If more officers leave, it is possible that the town would seek coverage contracts from other agencies, most likely Williston. We don't expect the interim chief/interim director to work the road, although we are interested in understanding what strengths you, the candidate, would be able to bring to the department. However, creativity and determination are at the heart of leading the department through this transition and we'd like to hear your thoughts on how you would approach this difficult situation.

**Purpose:**

To provide the guidance and overall supervision of the police functions within the Police Department. This position is supervised by the Town Manager.

**Essential Functions:**

- Understand and comply with all statutory requirements for Vermont Police Departments.
- Training and supervising all Department personnel; including providing overall guidance of the police functions within the Department.
- Conducts regular evaluations of employees in the Department with the assistance of the Town Manager.
- Develops and implements police training schedules, policies and procedures.
- Develops and manages the annual Departmental budget.
- Recommends persons to be hired or terminated.
- Coordinates all contacts between the Police Department and law enforcement agencies.
- Responsible for reporting Police Department matters to the Town and Manager and the Selectboard.
- Adheres to and ensures Departmental compliance with all Town policies, OSHA regulations and labor laws.
- Administer effective policing under dynamic conditions, including coverage adjustments to meet available resources
- Assist Town Manager and Selectboard in understanding department needs and community needs, and how best to match both needs utilizing available resources

**Job Standards/Accountability:**

The primary job function is to administer municipal police services for the Town of Richmond. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager. The Town Manager will work with the Interim Director to foster a good community relationship between residents and Police personnel. This is an Exempt position with primary duties being administrative, and of limited duration.

**Working Conditions:**

Physical requirements include typical office, computer, and phone work.

**Qualifications:**

- Minimum 5 years of supervisory experience or at least 10 years progressively responsible experience, training in law enforcement / criminal investigation.
- Ability to interact effectively with town officials, the general public and other local and state agencies.
- Thorough knowledge of the principles and practices of police methods and procedures.

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

Town of Richmond  
Police Department  
Interim Chief of Police

Seeking energetic, qualified person with progressive supervisory experience to serve as Interim Chief of Police for Richmond. Flexible, full-time position (flexible 30-40 hours per week) supervises five full-time officers and administrative assistant. Richmond is a vibrant, friendly community of 4,000 residents with village center. The community is examining the future of policing and the successful candidate must demonstrate ability to lead a dynamic department and assist the community in its decision making. Vermont Law Enforcement certification preferred. Salary range: \$66,851-\$84,780. Position is eligible for retirement and health benefits. See full job description online at <http://www.richmondvt.gov/?p=1540> . To apply, send resume, cover letter and salary history to: Interim Police Chief Search Committee, Town of Richmond, P.O. Box 285, Richmond, VT 05477 by June 1, 2018.

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