

# 2023 RICHMOND POLICE CHIEF HIRING PROCESS

## DRAFT

1. Position posted on January 23, 2023
2. Applications accepted until February 24, 2023
3. Hiring Committee to be formed by February 24, 2023
  - a. Committee will be comprised of the following:
    - i. Richmond Town Manager – Josh Arneson
    - ii. Richmond Police Representative –
    - iii. Local Police Chief or VLCT Law Enforcement Professional –
    - iv. Richmond Selectboard Member –
    - v. Richmond Selectboard Member –
    - vi. Richmond Community Member –
    - vii. Richmond Community Member –
    - viii. Richmond Community Member –
4. Hiring Committee to review resumes and complete initial review of applicants by March 13, 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 3, 2023 Hiring Committee to interview the candidates and recommend no more than two finalists to the Town Manager.
6. By April 17, 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. 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
    - i. 5pm: Candidate A meets with the second interview group
    - ii. 6pm: Candidate A attends the public forum
    - iii. 7pm: Candidate B attends the public forum

- iv. 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 April 24, 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 candidate is level 3 certified.
- 8. By May 1, 2023 assuming background check is satisfactory, job offer is accepted.
- 9. By June 5, 2023 candidate begins employment.

DRAFT