

Town of Royalton
Police Chief Search Committee Meeting
September 27, 2017 at 3:00 PM
Town Office on Route 14

Committee Members: Gidget Lyman, Marc Preston, Lorraine Atwood, Tim Dreisbach (by phone)

Regrets: Dean Stearns

Public Present: none

Chair G. Lyman called the meeting to order at 3:02 PM.

M. Preston motioned and T. Dreisbach seconded to approve the Agenda as presented. Motion passed 4-0.

Police Chief

The committee reviewed the Police Chief Job Description with the suggested changes from the 9/27 meeting. T. Dreisbach motioned and M. Preston seconded to recommend the revised Police Chief Job Description to the Selectboard for approval. Motion passed 4-0.

The committee reviewed the Police Chief Ad with the suggested changes from the 9/27 meeting. T. Dreisbach motioned and M. Preston seconded to recommend the Police Chief Ad to the Selectboard for approval. Motion passed 4-0.

G. Lyman was unable to research the cost to advertise in various police publications. This will be research and discussed with Rose regarding budget.

Reviewing Interview Questions was tabled to review at a future meeting.

Police Officer

The committee reviewed and discussed the revised Police Officer Job Description. Changes discussed were to add '40 Hours/Week' under Hours in the top section, remove references to Federal laws, under the Knowledge section remove line #7 and under Training on line #3 add preferable to the end of the sentence. L. Atwood motioned and M. Preston seconded to recommend the Police Officer Ad to the Selectboard for approval with the discussed changes. It was discussed that G. Lyman would try to change the settings on the file so it would be a 2-page document. Since this job description was recreated G. Lyman will verify with Rose as to whether this will need to be reviewed by legal.

The committee reviewed the Police Officer Ad with the suggested changes from the prior meeting. Additional changes are to add, Candidates 'are preferred to have' a minimum... and to verify the email address on the ad. M. Preston motioned and L. Atwood seconded to recommend the Police Officer Ad to the Selectboard with the changes discussed. Motion passed 4-0.

The committee discussed where this ad should be placed. The discussion is that this advertising could be done more locally. We discussed combining all Police department openings into one ad for various local publications. G. Lyman will work on drafting an ad with all three job openings listed. No motion was made.

Administrative Position

The committee reviewed the current job description for the Administration Position within the Police Department and agreed that it did not need any changes. No motion made.

T. Dreisbach motioned and M. Preston seconded to approve the minutes from the September 20th meeting.

The next meeting is tentatively scheduled for Wednesday, October 4, 2017 at 3:00 PM at the Royalton Town Offices.

L. Atwood motioned and T. Dreisbach seconded to adjourn the meeting. Motion passed 4-0.

Meeting adjourned at 4:08 PM.

Respectfully Submitted: Gidget Lyman, Police Chief Committee Chair