



TOWN OF ARLINGTON

HUMAN RESOURCES DEPARTMENT

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CARYN COVE MALLOY
DIRECTOR OF HUMAN RESOURCES

MEMORANDUM

TO: Adam Chapdelaine, Town Manager

FROM: Caryn Malloy, Director of Human Resources

RE: Proposed Police Chief Hiring Process

DATE: September 19, 2019

As requested I have prepared an outline for a hiring process for Arlington's next Police Chief. The recommended process is commensurate with the Non-Civil Service Process presented to the Select Board in January of 2019 with the exception that appointment will be open to internal candidates only.

1. Position Description – Attached to this memorandum is a position description for the Select Board's review and endorsement. In drafting the position description we asked the Union Presidents of the Ranking and Patrol Officers' Associations to review the essential functions of the position and provide feedback. The foundation of the position description is taken from the Police Chief positions in Somerville, Bedford and Cambridge.
2. Vendor – Three vendors were solicited and two vendors were responsive to the request for quotations to administer an assessment center style process and provide support throughout the Chief hiring process: Badgequest and MMA Consulting. Later this week we will be interviewing and selecting a vendor.
3. Posting – As soon as possible we will work with the selected vendor to develop a posting to solicit applications for the position. Internal candidates will have five working days to apply for the position. The vacancy will be open to all candidates with a Master's Degree in Criminal Justice, law enforcement, public administration or a related field; and Ten (10+) years of progressively responsible experience with at least five (5+) year of increasingly responsible command experience (or equivalent education and experience).
4. Selection Panel – I recommend a panel lead by you with, Deputy Town Manager Sandy Pooler, and a Law Enforcement Official (preferably the current Chief of another Massachusetts municipality) designated by you as Town Manager. I would also serve on the committee in my capacity as Human Resource Director.

5. Process – As soon as practicable we will schedule the Assessment Center portion of the process. That process will yield a recommended candidate pool to the Town Manager. The selected pool of candidates will then meet with a group of designees of various community stakeholders. Each group will designate one individual. The designees will be from: The Human Rights Commission, Rainbow Commission, the Mystic Valley NAACP, Arlington Public Schools, the Recovery Community, Immigrant Community, Disability Commission and the Diversity Task Group. That group will provide feedback on candidates which will be given to you as the Town Manager. The final step in the process will be interviews with the Selection Panel outlined in Section #3.
6. Appointment – Following interviews with the Selection Panel we can then enter into discussions on an employment agreement with the selected candidate. If all goes smoothly this process would result in a selected candidate by early November 2019.

I look forward to working with you in this very important hiring process. Please do not hesitate to contact me should you have any questions.