

## **Ashby Police Chief Search Committee - Minutes**

November 10, 2009

Meeting Called to Order: 6:35PM

Meeting Adjourned: 8:15PM

Attending: *Alden, Bauman, Doig, Flinkstrom, Haynes, Krapf, Leonard, McLatchy Money (not sworn), Hayes (Absent), Tracy (Absent)*

Location: Finance Committee Room

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Steve McLatchy was formally recognized as Chairperson of the search committee. Chris Haynes was formally recognized as the Secretary of the search committee.

Fred Alden submitted a letter noting that he is appointed to two town positions. The BOS will need to make an exemption since Ashby is a town of less than 3500 residents.

Steve submitted a letter and a COI form stating that he had done work for the town in the past.

Notes from the 11/3 meeting were reviewed and unanimously accepted as an addendum to this meetings minutes.

It was agreed that the town will no longer be accepting applications after Dec 1, 2009, recommendation sent to the BOS (6y, 1n, 1a)

Discussion was held about the metrics used to measure candidates qualifications.

### **Educational Background**

- Continuing Education
- Academic Excellence
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### **Supervisory experience**

- Size of department
- Disciplinary Issues
- Scheduling
- Fleet Maintenance

### **Administrative**

- Police Investigations
- Firearms Licensing
- Courtroom Procedure
- Budgeting
- Community Policing
- Personnel law
- Emergency Management

### **MA Laws**

- Criminal
- Civil
- Public Records

### **Professionalism**

- Clear communication of work experience
- Public speaking
- Understands community values

Categories weighted 0-100 with the sum of all categories not exceeding 100%. Subcategories scored on a 0-5. Category scores are added up and multiplied by the category weighting.

It was agreed that all resumes will be stripped of identifying information including applicant names and private data. Committee members agree that no independent background searches will be performed.

Chief Drew was contacted and is available to perform preliminary background checks. Discussion about other low cost alternatives exist for conducting background checks.

***[Attachment: Meeting notes from 11/03/2009]***