



## **SOLICITATION OF QUOTATIONS POLICE CHIEF SEARCH**

### **INTRODUCTION**

The Town of Princeton is seeking proposals from a qualified consultant to provide services in connection with the recruitment and selection of an appropriate candidate for the position of Police Chief. Quotations must be submitted no later than **2:00 pm on Thursday, May 26, 2022**. The Town reserves the right to reject all bids as determined to be in the best interests of the Town and to waive minor informalities.

Please submit quotation electronically and forward all inquiries pertaining to this matter to:

Nathan Boudreau, Special Projects Coordinator  
VIA EMAIL

[TOWNCLERK@TOWN.PRINCETON.MA.US](mailto:TOWNCLERK@TOWN.PRINCETON.MA.US)

### **BACKGROUND**

Rich in history and nestled along the south face of Wachusett Mountain, Princeton is a rural community with small yet thriving pockets of agriculture, conservation land, and open space. Its scenic beauty has been sought by travelers as a refuge from the city for hundreds of years. Princeton's Town government is organized with an elected 3-member Selectboard, who serve as the executive branch, a Town Administrator tasked with overseeing the Town's day-to-day operations and policy enactment, and an Open Town Meeting legislative branch.

Princeton provides its citizens with municipal highway services, a regional school system, sanitation, health, recreation, planning, zoning, public improvement services, and police and fire protection. In 2021, these local services were supported with an \$11,165,632.34 operating budget.

The mission of the Princeton Police department is to maintain law and order, provide community assistance, and investigate crimes. The responsibilities of the police also extend to enforcing laws that exist by ensuring drivers are obeying traffic laws, patrolling high-traffic areas and communities within the department's jurisdiction to protect the safety of community members, and

questioning suspicious activity while on patrol. Police are also responsible for responding to emergencies that require medical attention and may need to perform first-aid duties until medical assistance arrives on the scene. This service is provided with four full-time and seven part-time officers.

The Princeton Police Department currently serves out of a Police Station that does not meet police safety standards. The Town has been advancing towards a new Public Safety Building, with the most recent proposal narrowly denied in 2021. In addition to staffing and infrastructure limitations, the Commonwealth of Massachusetts recently passed criminal justice reform legislation that imposes new and costly changes to rural policing. As a result, Princeton is considering adding two full-time police officers to its roster this coming fiscal year and relying on fewer part-time officers. Further requirements on the department are predicted as the law is implemented.

The Princeton Police Department is led by a Police Chief who has given notice of retirement effective December 31, 2022. Therefore, an experienced candidate is sought to guide the department into the next era.

## **SCOPE OF SERVICES**

- A) The vendor will conduct a substantial search for a new Police Chief and seek professional assistance with recruitment logistics.

**The project should include but not be limited to the following tasks:**

### **Phase I – Advertising/Recruiting**

The town will work with the consultant to assess the current hiring market and establish advertising and recruiting materials and processes.

### **Phase II – Pre-Screening**

The Police Chief Screening Committee will evaluate the applicants' submittals and determine which applicants continue in the search process.

### **Phase III – Screening Committee Structured Interview**

Committee will meet with agreed-upon applicants in a structured panel interview. The interview would consist of pre-established questions that would focus on the candidates' interests and qualifications, leadership and management style, budget and strategic planning experience, and other job-related subjects. Developed questions would be shared with the search firm to help eliminate redundancy and identify questions better suited to the Assessment Center Process.

### **Phase IV - Assessment Center**

The top tier of candidates, most likely between three to five, would be invited to participate in a series of exercises designed, administered, and rated by the chosen search firm. The various activities would be prepared to reflect upon issues relevant to the Town of Princeton and our community needs and provide an additional opportunity for the candidates to demonstrate their work experience, training, and readiness to take on the position of Police Chief in the Town of Princeton. The consultant would deliver the results of the Assessment Center exercises to the Screening Committee, who will review the results along with comments by the hiring consultant and recommend forward candidates for the final interview.

#### **Phase V – Hiring Interview**

The Police Chief Search Committee would recommend finalists to the Selectboard for their final consideration.

#### **Phase VI – Hiring**

The Selectboard will vote to hire the new Chief following their Hiring Interview.

#### **QUOTATION SHALL INCLUDE:**

- Quotation should include a brief history and introduction of the vendor
- Names of references from other municipal organizations for which comparable services have been rendered.
- A clear written scope of the projected costs and a detailed schedule.