

**Truro Board of Selectmen Meeting
Truro Public Library
Tuesday, June 20, 2017**

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Police Chief Kyle Takakjian; Police Visioning Consultant Bill Reilly

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

Truro Police Chief Job Description

Consultant Bill Reilly presented a draft job description of the Police Chief based on the visioning statement. He led the Board through a review of the document beginning with a *Summary/Objective* section.

The categories under *Essential Functions* consisted of: *Leadership, Management, Budget & Finance* and *Community Policing*. Jay Coburn suggested an added item in the *Leadership* section that the Chief, “as a member of the senior management team, adds, coordinates and cooperates with other Town departments.” Chief Takakjian added language to #2 *Leadership* to include staff as well as police officers. Robert Weinstein asked if #3 *Leadership* could be more inclusive. Kyle Takakjian had a solution to this by simplifying the statement. Bill Reilly suggested that grievances could be handled in another item or section of the job description. Rae Ann Palmer said that it fit under *Management*.

In the *Management* section, Paul Wisotzky made a small amendment to #2. Robert Weinstein also added language to #2 for identifying deficiencies. An item on grievances was added to *Management*. Kyle Takakjian explained the grievance process as it exists. The added item now reads: “The Chief manages internal grievance process.”

In the *Budget & Finance* Section there were no changes. In *Community Policing*, Paul Wisotzky said he’d like to see language on “visibility.” *Visibility* and *accessibility* were added to item #1. Additional identification of programs and committees was added to #9.

The next major area of the job description is *Competencies*. The number 2 item was changed to “Excellence” in communications. Kyle Takakjian said that having a license to carry a firearm should be stipulated. This will go in the *Education* section. *Supervisory Responsibility*, the next major section, remained the same.

In *Working Conditions*, the #1 item was refined. The Selectmen decided that the residency clause should be from Eastham to Provincetown. Number 5 and a part of #8 were eliminated.

In the *Education & Experience* part of the description, maintaining the Massachusetts certifications and license to bear arms, was added. Paul Wisotzky said some of the requirements could be waived if a strong candidate did not meet some of them. The Title of the part will keep

its name: *Desired/Required Education & Experience* since the first two items were desired and the rest were required. *Other Duties* stayed the same. One more item was added regarding familiarity with State Certification Commission on Law Enforcement Agencies.

Town Manager Rae Ann Palmer said the advertisement will include the job description. Mr. Reilly, the Town Manager and the Selectmen discussed possibilities for the selection process and determined the following procedure:

- 1.) Have a firm such as Badge Quest advertise, screen, and narrow the pool (to ten to 15).
- 2.) Form a search committee made up of two Selectmen, the Town Manager, a Police staff person and ideally a business person, a young person and an elder from the community.
- 3.) Present the search committee and an advisor with the 10-15 semifinalists.
- 4.) Request a writing sample which the candidates will then defend.
- 5.) Structured interviews will be conducted and scored.
- 6.) The three finalists will come to a "Meet & Greet" with the community and spend a day with the Selectmen.

Rae Ann Palmer asked if the Board would like to keep Mr. Reilly as an advisor. He said he is willing to advise on the written part of the process and the defense. Janet Worthington suggested that there be five finalists under consideration since some drop out in the final stages of selection. Kyle Takakjian said it is important to send someone to thoroughly investigate the finalists.

There was consensus that this process would be the direction the Board wished to take. Mr. Reilly suggested revisiting the vision statement to add structure to the search. Chief Takakjian will share the Police Mission Statement. The Board will invite people to be a part of the search committee. Rae Ann Palmer said she will put the revised job description and search process as an agenda item for the next Selectmen's meeting. The process is expected to begin in fall.


ADJOURNMENT

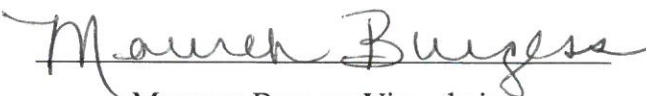
The meeting was adjourned by consensus at 6:20 p.m.

Respectfully submitted,

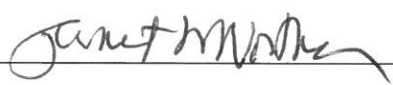


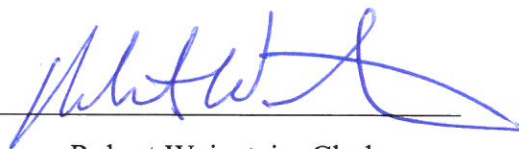
Mary Rogers, Secretary



Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington,

Robert Weinstein, Clerk

Public Records Material of 6/20/17

*Draft Chief of Police job description