

**Town of Hingham
Police Chief Hiring Process**

**Recommendation of the Town Administrator
December 15, 2020**

It is my recommendation that the Board of Selectmen consider the following process and general schedule for the hiring of a new Police Chief to fill the vacancy created by the retirement of Chief Glenn Olsson.

Recommended Process to follow:

- 1) Issue an internal posting for the position. This internal posting will be open to any existing, qualified Town of Hingham employee. I recommend that this posting be issued on Wednesday, December 16, 2020 and close two weeks later on Wednesday, December 30, 2020.
- 2) Town Administrator's office compile all submittals and distribute all applications received to the Board of Selectmen on December 31, 2020 so that the Board can begin its review of the applicants.
- 3) Initiate an Assessment Interview for each candidate to be performed by existing Police Chiefs. The purpose of this interview is to give the Selectmen the insight of professionals in the field. I recommend that the Board allow the Town Administrator to select the panel of Chiefs to perform the interviews. The Assessment Interview panel would be asked to provide a written assessment of each Chief candidate. Depending on the availability of the regional Chiefs, I would anticipate these interviews occurring in early January.
- 4) Following the receipt of the assessment interviews, I would recommend that a public interview be scheduled for each Chief candidate at a Selectmen's meeting in mid/late January. The Selectmen should prepare questions for the Chief candidates that may include questions received from the public. To that end, I recommend that the Board issue a request for interview questions from the general public tonight. These questions should be sent into the Town Administrator's office and be received through close of business on January 8th.
- 5) If a qualified candidate emerges, the Board of Selectmen will make an appointment of a new Police Chief after review of all material. Depending on scheduling, this appointment is likely to be made in late January or early February.