



CHIEF OF POLICE

Vergennes, Vermont

A search is underway for the next police chief for the city of Vergennes, Vermont. The search is being directed by Ron Redmond, City Manager, with assistance from the Vermont League of Cities and Towns. Our goal is to attract a candidate who has strong leadership and communication skills and who can advance the tenets of 21st century policing to strengthen VPD and build collaborative coalitions and relationships to address public safety in Vergennes. This is a working chief position with the chief expected to cover shifts and respond to calls for service.

ABOUT VERGENNES

The City of Vergennes, population 2,553, is located in central-western Vermont. Our size makes it easy for people to connect and feel a sense of belonging. Our long-term residents appreciate the sense of community and relationships formed through strong neighborhoods, enthusiastic civic and volunteer organizations, and great recreational offerings. We may be only two square miles, but we're truly the Little City with a Big Heart! Our historic, walkable downtown features locally owned shops and some of area's best restaurants. It is also home to two unique attractions: The Bixby Memorial Free Library, a magnificent example of Greek Revival architecture and a beloved resource to the five towns it serves, and the Vergennes Opera House, a restored, acoustically superb venue which features a year-round schedule of musical and theater performance, and also serves as the Vergennes City Hall. Otter Creek runs through the city and offers a beautiful view of the waterfalls plus fishing and picnicking. Outdoor recreation opportunities such as hiking, camping, golf, and more are right out our front door. Our Parks & Recreation Department provides a robust offering of year-round programs. City parks include City Green (downtown), Macdonough Park, Falls Park, MacIntosh Park and Veterans Memorial Park, where citizens and guests can enjoy a skate park, tennis courts, outdoor ice-skating rink/basketball courts and our beloved Sam Fishman Memorial Swimming Pool.



The City of Vergennes' economic base is rooted in manufacturing, education, health care, and social services. Our major employers are Addison County Northwest School District, UTC Collins Aerospace, and Northlands Job Corps Center. Social service organizations include the Boys & Girls Club of Greater Vergennes, John Graham Housing & Services, and Valley Vista Vergennes, an addiction treatment center. Schools include the Vergennes Union Elementary School, and Vergennes Union High School.

We also have active civic organizations. The Vergennes Partnership leads and coordinates downtown revitalization and economic development projects. Other civic organizations include Vergennes Lions Club, Greater Vergennes Rotary Club, Vergennes American Legion, and Addison County Eagles.

The state's largest city, Burlington, is an easy commute. Burlington International Airport offers daily, non-stop flights to Atlanta, Charlotte, Chicago, Dallas, Detroit, Denver, Miami, Minneapolis - St. Paul, Newark, New York, Philadelphia, and Washington DC.

VERGENNES DEMOGRAPHICS

Education: High school degree: 31.3%; Bachelor's degree or higher: 29.1%

Racial Demographics: White (91.5 %); African American (1.18 %); Asian (0.59%); Asian (0.63%); American Indian, Alaska Native (0.04%); Native Hawaiian or Pacific Islander (0.03%); 2.12 % identify as Hispanic

Age: 18 + (84.1%); 65 and over (16.4%); Under 18 (15.9%); Under five (2.9%).

Median Age: 44.4 years

Poverty Rate: 9%

Unemployment rate: 2%

Households: 1,131 households

Households owner-occupied: 59.1%

Median Household Income: \$64,000 a year

VERGENNES GOVERNING STRUCTURE

The City Manager reports to a publicly elected seven-member City Council. The Chief of Police is appointed by the City Council, and reports directly to the City Manager. City Departments include Police, Fire, Public Works, Wastewater and Recreation.

POLICE DEPARTMENT

The Vergennes Police Department (VPD) provides primary police services for the City of Vergennes. The department has an authorized strength of seven sworn members, including the chief of police, a sergeant, a corporal, and four patrol officers, plus a grant-funded traffic safety coordinator (sworn). The Department is well-trained and well-organized and enjoys a good relationship with the community. Vergennes is a safe community and most calls for service are for quality-of-life issues and traffic incidents.

In August 2021, the City of Vergennes contracted with the International Association of Chiefs of Police (IACP) to analyze department staffing of sworn and non-sworn staff and delivery of police services. IACP noted the department's high degree of professionalism. Through their assessment, the IACP collected qualitative and quantitative data through interviews and focus groups, surveys, department records, and direct observations. Fourteen recommendations were identified in the final [IACP report](#), presented in September 2022.

Currently, the City Council is developing guidelines for a "to-be-formed" Citizens Advisory Committee. The committee will act solely in an advisory capacity. It will serve as a resource for the City of Vergennes and Vergennes Police Department to assist in the formation of strategies for community policing programs, increasing public awareness, and furthering engagement and transparency. It will also serve as a sounding board for the Chief of Police regarding community needs and concerns while keeping the Chief apprised of the community's need for police services. A report produced in January, 2022 by the City Council-appointed Citizen Review Board Exploratory Committee ([CRBEC](#)) was the catalyst for the creation of a Citizens Advisory Board.

PROJECT VISION NORTH

In December 2020, Vergennes Police Department led the creation of Project Vision North, a community collaboration in the northern part of Addison County that includes Vergennes, Ferrisburgh, Addison, Panton, and Waltham. Project Vision North brings together social service agencies, law enforcement and other stakeholders to address quality of life issues – such as mental health, domestic violence, and drug rehabilitation issues -- before they become more acute or criminal in nature. Primary involvement in the program is through the Chief. Project Vision North was created by the Vergennes PD help cut down on calls for service related to non-core police functions, and free up officer availability.

COMPENSATION & BENEFITS

The ideal candidate will be offered a negotiated contract that will include compensation and benefits. The salary range is \$100,000 - \$105,000.

The compensation package includes:

- Full Health Insurance package (100% coverage) with all premiums, copays and deductibles provided.
- An HRA of \$5,000 per year
- Life insurance of 1.5 times your base annual wages
- Disability insurance
- Contributions to the Vermont Municipal Employees' Retirement System (VMERS).
- Competitive vacation time allowance
- Sick time provided at 96 hours per year
- Ten paid holidays each year.
- Assignment of a city vehicle for limited personal business.

SELECTION PROCESS

APPLY

A cover letter, current resume, three professional references and three personal references should be submitted to Ron Redmond, City Manager, 120 Main Street, Vergennes, VT 05491 or manager@vergennes.org

SCREENING PROCESS

All candidates' cover letters and resumes will be screened for qualifications. All qualified candidates will be ranked based on qualifications. Those candidates that rank highest will be screened by virtual interviews. The top candidates will then be interviewed and assessed by a panel comprised of representatives of the community and VPD. The final decision will be made by the City Manager.

DEADLINE

All application materials must be received by **midnight, Friday, December 16, 2022.**



JOB DESCRIPTION

Chief of Police

JOB SUMMARY

Directs and manages all operations of the Vergennes Police Department to ensure the protection of life and property, and the prevention and suppression of crime. Coordinates with other City departments and other law enforcement agencies as necessary to carry out duties.

ESSENTIAL FUNCTIONS

- Plans, manages, assigns, directs, and inspects all aspects of the operations of the Police Department; consults with the city manager in developing policies for the protection of life and property, and the prevention and suppression of crime.
- Presents annual department budget including recommendations for equipment, personnel and special services and furnishes documentation to support requests to city manager.
- Supervises the requisition and purchase of equipment and supplies; supervises the care and maintenance of equipment, apparatus, and the station.
- Oversees the purchase and maintenance of equipment and apparatus in conformance with city, state, and federal guidelines or requirements.
- Prepares and manages department budget and finances within established parameters; oversees employee utilization of equipment and evaluates most efficient means of performing work.
- Maintains control of department expenditures and submits regular and special reports on department activities at the city manager's request.
- Maintains frequent contact and communication with city officials, the public, and other police departments.
- Responds to emergencies and directs activities at crime scenes or related emergencies.
- Provides for the establishment and implementation of suitable training programs, the scheduled maintenance and testing of equipment, and the development of and adherence to departmental rules and regulations.
- Supports staff in all aspects of performing their jobs, including conducting periodic performance appraisals, providing constructive feedback, expanding staff skills, and setting work and professional development goals to maximize the performance and quality of staff and services.
- Establish collaborative relationships / partnerships with community-based organizations; address concerns/ needs indicated because of service calls
- Collaborate with partners and leverage support to continue Project Vision North or similar model to respond effectively to our community's mental health challenges and other social service needs
- Collaborate and network with social service organizations to address "quality of life" issues before they evolve into situations requiring direct and traditional law enforcement involvement.
- Thorough knowledge of and experience with community policing partnering and collaborative problem-solving approaches.
- Expand trust and build partnerships between local law enforcement and the community.
- Demonstrated experience fostering inclusive relationships between officers and communities, active role in community outreach initiatives
- Contribute to enriching diversity within the Police Department.
- Demonstrated responsiveness to community needs through input and feedback.

- Demonstrated commitment to equity and inclusion as evidenced by ongoing trainings and professional development; successful record of implementing professional development for staff in this area.
- Attends conferences and seminars to increase skills and understand new developments in the field of policing, maintain contacts with colleagues or the public for purposes of public relations, engage in regional discussions, and gather/exchange information.
- Performs other necessary tasks or functions to accomplish Department goals and objectives.

KNOWLEDGE AND EXPERIENCE

- Must be a Vermont Level III-certified law enforcement officer and have a minimum of 10-years' experience in law enforcement with a minimum of 5 years of supervisory experience at command level.
- The selected candidate must be certified or able to be certified as a police officer in Vermont. The candidate must be willing to submit to an extensive background investigation to include a polygraph (if not Vermont certified).
- Associate's and/or bachelor's degree from an accredited college or university.

Additional Desired Qualifications

- Thorough knowledge of the principles and practices of police administration, and of approved police methods and procedures, as well as state and federal laws and regulations that affect police work.
- Demonstrated ability to perform highly responsible duties of a complex nature requiring considerable initiative and judgment, particularly in emergency situations which do not fall clearly within established practices or precedents.
- Demonstrated ability to prepare and manage operating and capital budgets and to direct operations of personnel and equipment under emergency conditions.
- Demonstrated ability to establish and maintain effective working relationships with supervisors, subordinates, the public, and city officials.
- Demonstrated ability to manage and maintain confidential information, including criminal investigative matters sensitive in nature and confidential.
- Knowledge of supervisory techniques; demonstrated ability to organize, assign and direct the work of subordinates.
- Demonstrated ability to communicate clearly and concisely orally and in writing.
- Demonstrated ability to tolerate an above-average amount of stress and can accept direction and constructive criticism.
- Demonstrated possession of a high degree of integrity, honesty, self-disciplined, and emotionally stable; demonstrated ability to make sound decisions based on good judgment/common sense.
- Demonstrated competency in using computer-based incident reporting systems and other software.
- Ability to establish a high degree of consensus building and to ensure successful team decision-making.
- Possess strong motivating leadership and interpersonal skills.
- Ability to handle competing priorities.
- Proven ability to be organized, detail-oriented, and accurate.

WORKING CONDITIONS

Internal - Work is normally performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes, or gasses is very limited. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

External - Work is performed under variable weather conditions and in an environment with considerable potential for personal danger, including significant risk of injury and/or death as can be expected in situations endangering personal safety during emergencies or when conducting investigations.

PHYSICAL DEMANDS

Work may include frequent strenuous physical effort required in performing law enforcement duties in situations of severe personal danger with exposure to hazardous conditions, in environments deemed to be an Immediate Danger to Life and Health (IDLH) and adverse weather conditions. Must exhibit both gross and fine motor coordination skills in operating department equipment. Must be able to operate motor vehicles under routine and emergency conditions, sit for more than one half of a work shift, participate in training which places significant stress on cardiovascular and musculo-skeletal systems, and use appropriate control and restraint techniques and equipment, restraining devices and firearms. Requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

SUPERVISED BY: Vergennes' City Manager.

For information contact Ron Redmond, City Manager at 802-238-5598 or manager@vergennes.org