

Chief of Police

HARTFORD POLICE DEPARTMENT
HARTFORD, VERMONT



Chief of Police
Hartford, Vermont
An IACP Executive Search Opportunity

APPLICATION DEADLINE: June 10, 2022

The Town of Hartford, Vermont invites applications and nominations for a position of key importance to the Town.

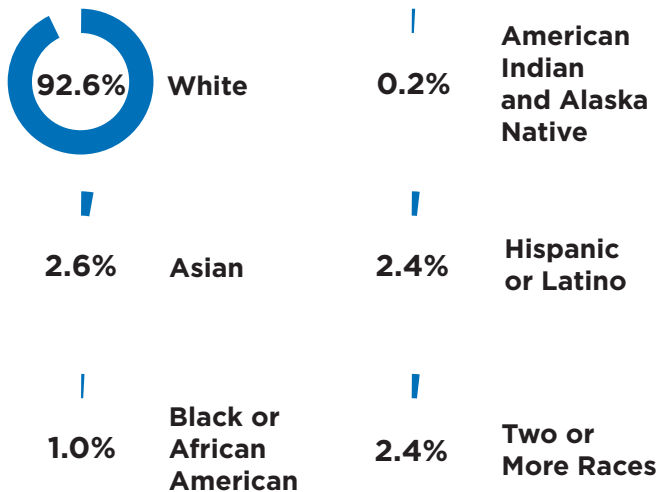
THE TOWN OF HARTFORD

Hartford Police Department, Vermont is seeking to hire a Chief of Police. Hartford is located at the confluence of the White and Connecticut Rivers and is also at the junction of Interstate Highways 89 and 91 and the junction of U.S. Highways 4 and 5 on the eastern side of Vermont. The town shares a boundary with New Hampshire and is part of the Upper Valley region of Vermont and New Hampshire. Hartford is approximately 46 square miles. Hartford is located about a two-hour drive northwest of Boston and a three-hour drive southeast of Montreal, Quebec. With a population of 10,000, Hartford serves as the center of a thirty-town region in east central Vermont.

Hartford is part of a thriving Upper Valley region. The quality of life, jobs, and a well-managed town with educational, recreational, and cultural resources are some of the assets that draw people and businesses to the town. What makes Hartford special is its rich history and ability to adapt to changing conditions over time. The town was established by charter in 1761 as an agricultural community with several settlement areas. Today, the Town is comprised of five villages (White River Junction, Wilder, Quechee, West Hartford, and Hartford Village) each with its unique character and identity, heritage, and a strong sense of place.

Hartford is the gateway to Vermont commerce and the Green Mountain State's many year-round recreation areas.

Demographics¹



The **median household income** in Hartford is **\$64,493**. The **median owner-occupied housing value** is **\$238,000**. **3.2%** of the population is **under 5 years old**, **17.3%** of the population is **under 18 years old**, and **25.6%** of the population is **over the age of 65**.



¹ U.S. Census Bureau (2019)

TOWN GOVERNMENT



HARTFORD POLICE DEPARTMENT

The Hartford Police Department provides a full range of community-oriented police services for the Town of Hartford and area residents. Fully staffed, the Hartford Police Department has 37 employees: 23 sworn in the Patrol Division and the Criminal Investigations Division, and 14 civilian employees who staff Administrative Services and the Emergency Communications Center.

Hartford police officers operate under the Community Policing model, specifically the Pillars of 21st Century Policing, where the community is a partner with the police department and shares in the process to reduce crime, fear of crime, and the conditions that create both. This philosophy uses community partnerships along with problem-solving strategies to make the town a safe place to live, learn, work, and visit.

The Hartford Police Department provides a broad range of services including criminal investigations, animal hazards, drug disposal, fingerprinting, and property and evidence. The department includes a criminal investigations division, patrol division, crisis intervention team with a police social worker, K-9 patrol, bike patrol, and an emergency communications center which functions as a Primary Public Safety Answering Point (911-PSAP) dispatching police, fire, and EMS personnel for several communities in east central Vermont including Hartford. Administrative investigations are performed to screen prospective applicants and investigate allegations of officer misconduct.

Hartford Police Department staff are instrumental in the research and implementation of major agency initiatives, including planning and monitoring of the law enforcement accreditation process; records and budget management; and the recruitment, selection, and training of department personnel. The town and the Hartford Police Department are committed to maintaining and elevating internal staff morale and creating an environment for internal growth and success.



Accreditation

The Hartford Police Department is currently undergoing the self-assessment phase of national accreditation through The Commission on Accreditation for Law Enforcement Agencies (CALEA) which has established standards designed to increase law enforcement capabilities, prevent and control crime, and deliver law enforcement services in an effective and efficient manner while simultaneously reducing liability.

Achieving accreditation is a labor-intensive process designed to increase citizen and employee confidence in the department by establishing best practices, goals, mission and vision statements, objectives, and policies.

Mission and Values

Through the consistent application of Trust, Fairness, and a Commitment to the pillars of procedural justice, members of the Hartford Police Department will realize our vision — promoting pride, service, and public safety.

Trust

Members embrace their responsibility for fulfilling the commitment to safeguarding constitutional freedoms and the quality of life. The department will sustain public trust by holding members accountable to the highest standards of honesty, ethics, and professionalism.

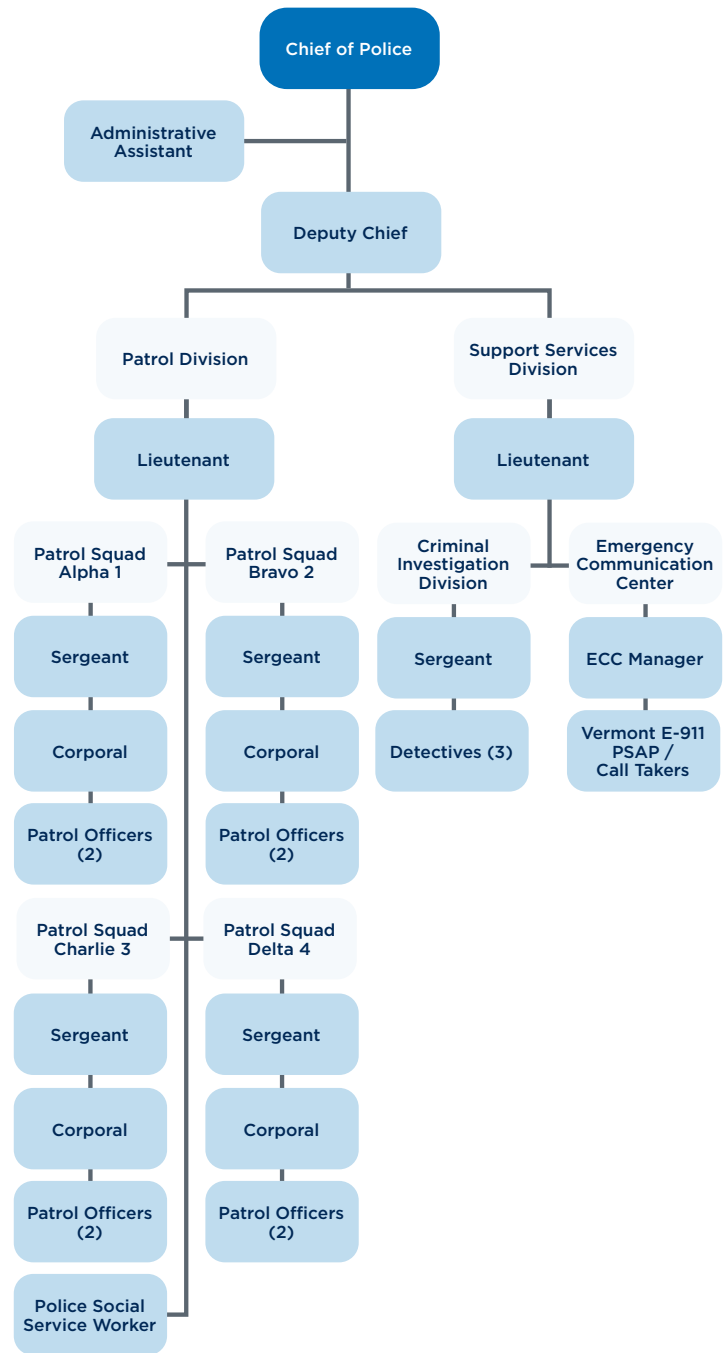
Fairness

Members will treat everyone in an impartial, dignified, and respectful manner without regard to human traits, characteristics, or status.

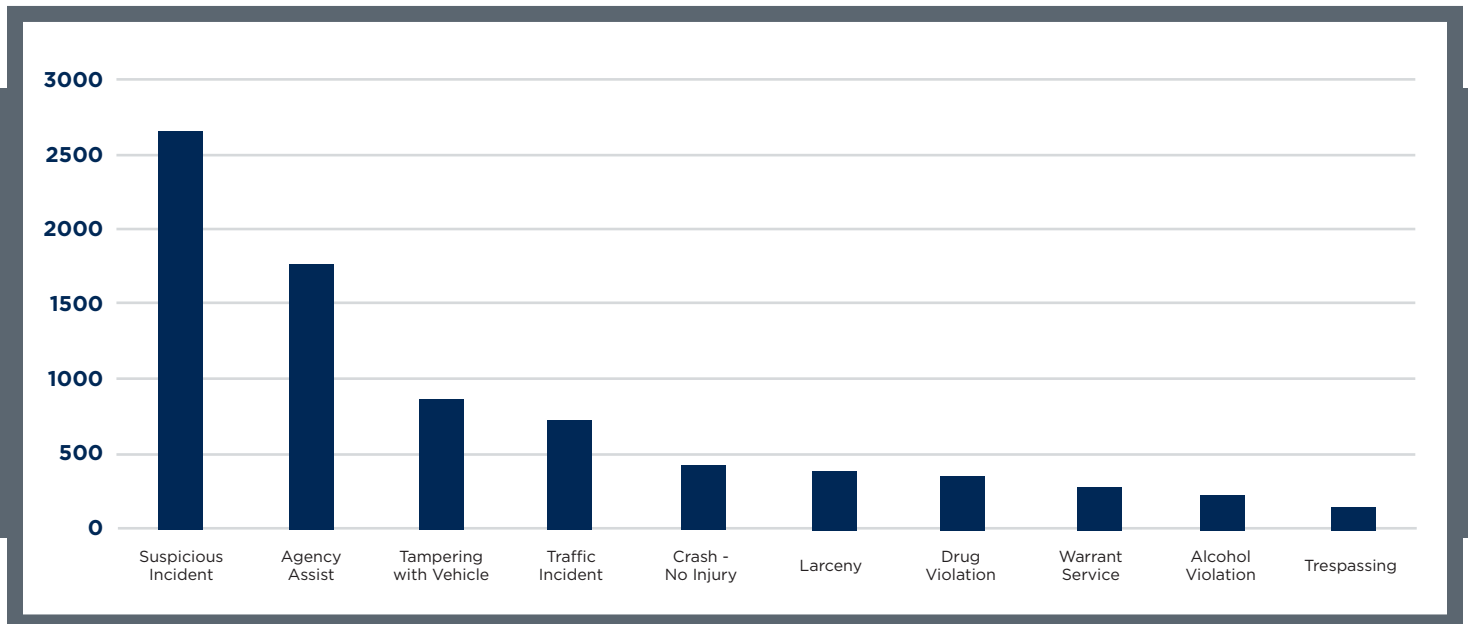
Commitment

Members are committed to partnerships with our community, professional, and government associates that empower those engaged in resolving the problems that create crime and fear, foster collaboration toward positive resolutions, and advance our quality of life.

Organizational Chart



Top Ten Response by Incident Type (2019-2021)



THE CHIEF OF POLICE

The Chief of Police works under the general direction of the Town Manager and will be responsible for the administrative and functional supervision, direct and indirect, of 30 employees. The Chief must plan, implement, administer, coordinate, monitor, and evaluate all functions and services of the Hartford Police Department. This includes operating policies and procedures, developing and modifying services and systems in accordance with Town needs and resources, as well as changing laws and professional standards and ethics. The Chief will administer the Police and Emergency Communications budgets: develops, requests, and administers an annual department operating budget of approximately \$2.4 million and must advise Town officials on capitol purchases of vehicles and equipment.

Needs and Expectations

- Demonstrated excellence in oral and written communication
- Ability to establish and maintain productive relationships with a full range of community stakeholders
- Collaborate with the extensive community service network in Hartford, including the partnership with the Hartford School District
- Strong commitment to take Hartford Police Department (HPD) forward in national accreditation and maintain accreditation
- Serve as a liaison with other external organizations, consistent with the town plan objectives of collaboration, development of relationships that involve trust and a willingness to work together
- Effective leadership style that actively welcomes diversity that is reflective of the community in terms of culture, education, race, sexual orientation, gender, language, and age
- Demonstrated sensitivity to the perceptions of their employees and the overall community pertaining to crime and safety
- Conduct or oversee staff training
- Confer regularly with supervisors and staff to plan, coordinate and evaluate activities, policies, and systems
- Assign and review work; assist with difficult or unusual tasks, resolve problems, plan work schedules; and oversee payroll
- Developing policy, procedures, and practices that align with modern, professional standards

Qualifications

Minimum:

- Associate's and/or Bachelor's degree from an accredited institution
- Current Level III law enforcement certification through the Vermont Criminal Justice (VCJC) Council, the ability to obtain a Level III certification with the VCJC within 2 years of hire, or an out-of-state certification that can transfer to Vermont in accordance with the VCJC.
- Thorough knowledge of statutes and ordinances relating to law enforcement
- Ten years of law enforcement experience with a minimum of 5 years of supervisory experience at the command level

Preferred:

- Completion of the FBI National Academy or commensurate professional development
- Masters' degree in criminal justice or closely related public policy/social science area (e.g., public policy, public administration, public safety, etc.)
- Effective communicator with a strong ability to provide and engage in a common supportive language with all stakeholders
- Demonstrated community policing focus

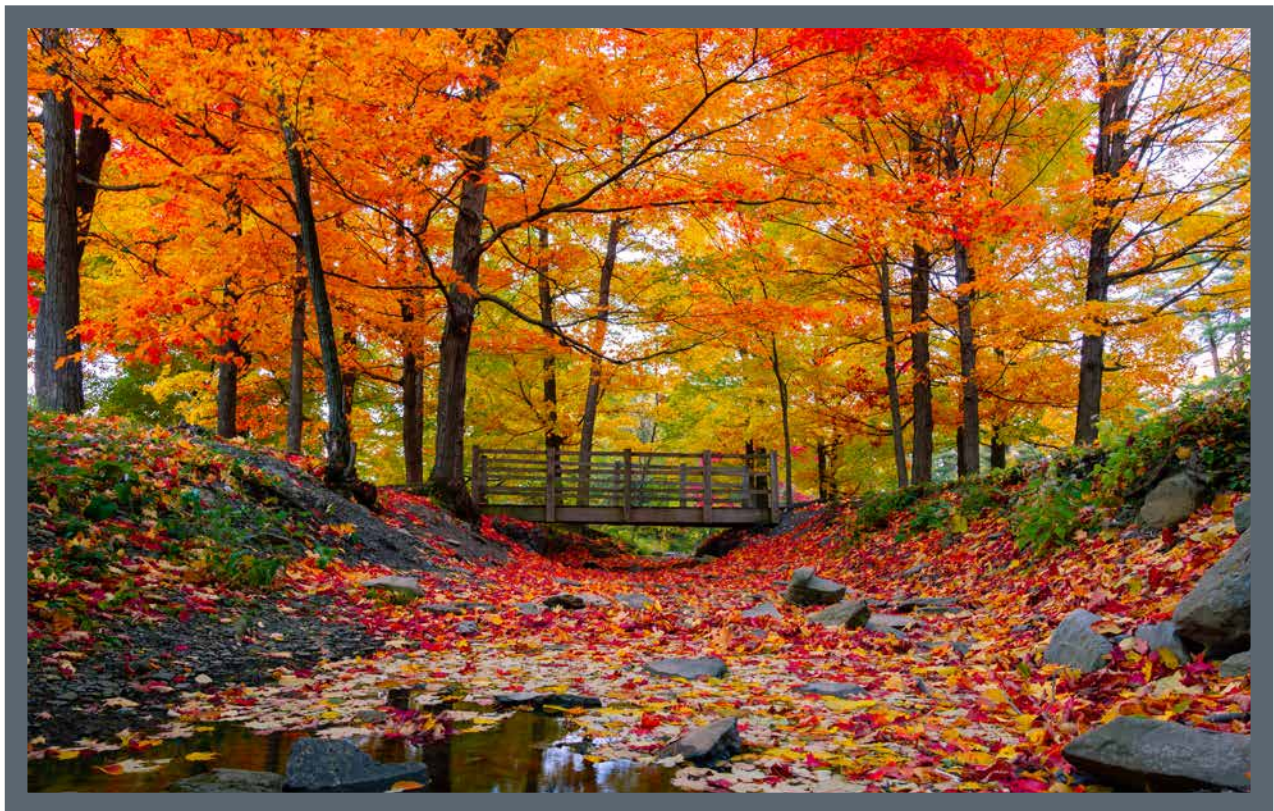
Salary and Benefits

\$110,000 to \$120,000. Salary will be commensurate with experience. The Town of Hartford offers a comprehensive benefits package. The pay classification for this position is Grade 24.

APPLICATION PROCESS

The International Association of Chiefs of Police is assisting with the search process. Submit resume and letter of interest via email to HartfordVTChief@theIACP.org. Please include "Hartford Police Chief Executive Search" in the subject line.

Resumes and cover letters must be received **no later than June 10, 2022**.





IACP[®]

International Association of
Chiefs of Police

International Association of Chiefs of Police

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