

MEMORANDUM

TO: Mayor and Board of Commissioners

FROM: Bryan Gruesbeck, Town Manager

**SUBJECT: Draft Police Chief Position Advertisement**

DATE: January 28, 2013

**Background:** Attached please find a draft advertisement for the Police Chief position that we will be seeking to fill once Chief Collins retires on February 1, 2013. The qualifications represent a basic and minimum overview of what we should expect from a new Police Chief. Ideally, I would like to advertise the position by January 31, 2013, following a meeting of a community search committee.

**Action Requested:** Review the draft advertisement and provide feedback, as appropriate.