

Woodstock Vermont

The Village of Woodstock, Vermont invites applications and nominations for the position of Chief of Police of the Woodstock Police Department.

The current chief is retiring in July 2023 after 11 years of service. This presents an opportunity for an approachable, proactive public safety official to continue to provide professional community focused policing for the citizens and visitors of Woodstock. The search is being conducted by Woodstock Municipal Manager Eric Duffy with the assistance of JW Leadership Consulting with the goal of attracting the right candidate to continue to move the Woodstock Village Police Department forward while maintaining public safety for residents and Woodstock's many visitors (during peak tourism, the number of visitors can swell to 25,000 in a day.)

The Woodstock Village Police Department and especially the Police Chief are a highly visible and connected resource within the community. There is a strong culture of community and involvement with the police department and public safety. A successful candidate will continue to build and maintain a positive rapport with community and business members, be accessible, proactive, and consistent. The ideal candidate will connect, work with and respect Woodstock's growing youth population. The Woodstock Police Chief is an ambassador within the community and must be a fair and strong leader. Citizens must be confident that the chief is working to maintain Woodstock's well-earned reputation as a great place to live and visit. This is a working chief position requiring the Chief to work and cover shifts, answer complaints, and be active within the community.

Woodstock seeks an individual with strong problem-solving and communication skills who has a proven track record of leading with empathy. The most qualified candidate will be prepared to become an active member of the community by being present and well-known. The ideal candidate will be able to set forth a clear strategy to address the unique needs of Woodstock. They will demonstrate an understanding of current justice issues and the capability to address them in a professional and positive manner. The selected candidate will need to provide up to

date information and data to help inform the Board of Village Trustee's decisions regarding public safety.

GOVERNING STRUCTURE

Woodstock has two separate and distinct municipalities; the Village of Woodstock and the Town of Woodstock. The Chief Executive Officer is the Municipal Manager who is appointed by the Board of Village Trustees and the Town Select Board and is responsible for the day-to-day operations of the Village and the Town. The Chief of Police reports directly to the Municipal Manager.

The Town of Woodstock is a duly constituted town of the State of Vermont which was first chartered in 1761. It is governed by a five-person Select Board. The Village of Woodstock was first incorporated as a separate village in 1836. It is governed by a five-person Board of Village Trustees. The budget and policy decisions for the Police Department are the responsibility of the Village Trustees. The Town of Woodstock contracts with the Woodstock Village Police Department for Town policing.

THE COMMUNITY

Since the 1800's, Woodstock, Vermont (pop. 3,500) has been known as a vibrant small town offering a compelling sense of place. New residents are attracted to the employment opportunities of the Upper Valley region that follows a roughly 40-mile stretch of the Connecticut River, the charm of the bustling and historic downtown and the safety and security of life in rural New England. Woodstock covers approximately 46 square miles. Noted for its natural and man-made beauty, Woodstock is cradled between leafy green hills and the serpentine Ottauquechee River. Woodstock is along the Route 4 corridor that is part of a major east/west corridor across southern Vermont from New Hampshire to New York. Woodstock is a one-hour and 30-minute drive northwest to Burlington and a two-hour drive southeast to Boston.



Long term residents appreciate the sense of community and relationships formed through strong neighborhoods, enthusiastic civic and volunteer organizations and terrific recreational offerings. Award-winning schools, excellent broadband internet and strong youth recreation programs make Woodstock a very desirable place to call home.

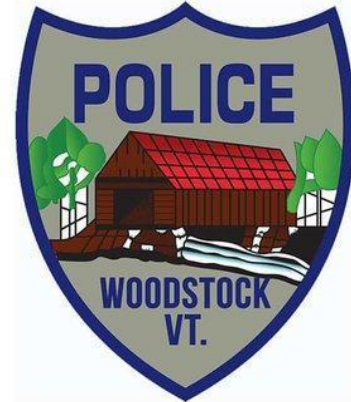
The area's attractions include the historic Woodstock Inn & Resort, which in addition to being an outstanding lodging and dining venue operates the Country Club's 18-hole golf course, ski-touring center, sports center and the Sackadana Six Ski Area. Other attractions to the area include the Vermont Institute of Natural Science with nature trails and a unique Raptor Center, the Billings Farm & Museum, the Marsh-Billings-Rockefeller National Historical Park, Vermont's only National Park, the Norman Williams Public Library, the Woodstock Historical Society, the Recreation Center and Little Theater, the Town Hall where the Pentangle Council on the Arts presents current films and performing arts events and the Green Mountain Horse Association.



Woodstock is one of New England's premier four season vacation destinations. Each season brings the excitement of many special events. Autumn, the most famous season in the Northeast, draws the most visitors to the area with the Apple & Crafts Fair, the Vermont Fine Furniture and Woodworking Festival, Green Mountain Horse Association Fall Foliage ride as well as hiking excursions. Skiing, snowshoeing, hockey, curling, the Holiday Wassail Festival, taking in a youth hockey game are just some of the many winter activities. Spring is a season of awakening in Woodstock with flowering trees, tulip lined lawns, maple sugaring season, pancake breakfasts. Summer brings excitement, with the weekly Market on The Green, Friday evening free concerts and picnicking at the East End Park and the Quechee Hot Air Balloon Festival, to mention only a few.

THE POLICE DEPARTMENT

The Woodstock Village Police Department commits itself to the community to ensure quality of life and a high level of public safety. In providing public safety services, they safeguard Constitutional rights and maintain public confidence. The department strives to enforce the laws in a fair and equal manner, while using discretion appropriately. The mission of the Woodstock Village Police Department is to provide a safe and orderly environment in Woodstock through professionalism, high quality police service, an active partnership with the community and a concern for individual dignity by ensuring fair and equal treatment for all.



The average daily traffic is in excess of 10,000 vehicles in a small residential and highly visited tourist community. With this, the department must perform duties to assure that vehicles and pedestrians move safely throughout all of Woodstock.

The Woodstock Village Police Department has a budget of \$984,166 (FY24). Officers are represented by their local New England Police Benevolent Association chapter.

The Woodstock Village Police Department currently consists of:

Chief of Police

Sergeant

4 Full-Time Patrol Officers

7 Part-Time Patrol Officers

The Emergency Communications Center of the Woodstock Police Department consists of:

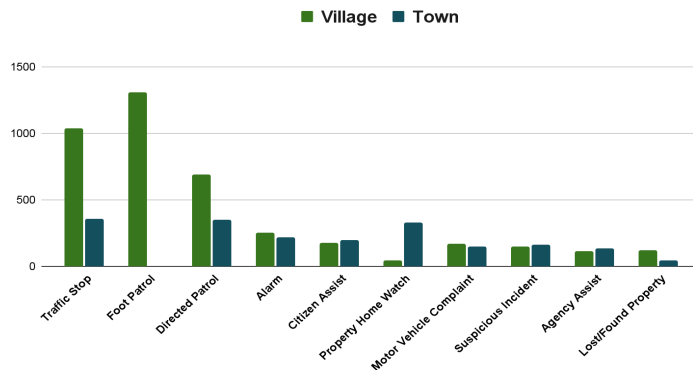
4 Full-Time Dispatchers

Part-Time Dispatchers

3 Meter/parking enforcement members

Administrative Assistant to the Chief of Police

Top Ten Response by Incident Type (2020-2022)



CALLS FOR SERVICE

THE IDEAL CANDIDATE

The next Chief of Police must demonstrate a proven track record of effective leadership, transparency and engagement with the community. It is important that the candidate be open and proactive and include the community in maintaining public safety where applicable. The Chief must be a forward-thinking individual who can create a culture of safety through clear statements of mission, vision and values. The Chief of Police must maintain an awareness to ensure that the police department grows with the Woodstock community. The candidate will need to identify the pressing needs of the department and develop a strategy to address those needs, including continuing to build a full and skillful department. That strategy must consider input from the community, the Woodstock Village Board of Trustees, and the members of the department.



QUALIFYING CRITERIA

MINIMUM

- Associate's degree from an accredited institution
- Current level III law enforcement certification through the Vermont Criminal Justice Council (VCJC), 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, regulations and ordinances relating to law enforcement and public safety
- Understanding of the unique delivery of policing services required in a resort area such as Woodstock
- Effective communication skills with a strong ability to provide and engage in a common supportive language with all stakeholders including other village and town departments
- Demonstrated co-production of public safety and a community policing focus
- Ability and willingness to work patrol shifts
- Ten years of law enforcement experience

PREFERRED

- Bachelor's degree from an accredited institution
- Five years of supervisory experience at the command level
- Completion of the FBI National Academy or equivalent professional development program

The candidate must be willing to submit to an extensive background investigation to include a polygraph test.

COMPENSATION AND BENEFITS

\$88,000 to \$105,000 a year as a salaried position. Salary will be commensurate with experience and will be negotiated through a contract. A relocation package may be offered if necessary.

Woodstock offers a full benefits package. The benefits package is significant and includes participation in the Vermont Municipal Employees Retirement System (VMERS) defined benefit program, 93% employer contribution to health insurance, as well as dental, vision and long-term care insurance. A patrol vehicle is also assigned to the Chief of Police for their direct use.

THE SELECTION PROCESS

APPLY

Please submit applications via email to **Eric Duffy, Municipal Manager** at eduffy@townofwoodstock.org. The submission must include a cover letter, current resume, three professional references and three personal references. Please include "Woodstock Police Chief Executive Search" in the subject line.

SCREENING PROCESS

All candidates' cover letters and resumes will be screened for qualifications. A phone screen will be done of all qualified candidates. Those qualified candidates will then be ranked based on those qualifications. Candidates who rank highest will attend in-person interviews. The top candidates will be interviewed and assessed by a panel comprised of representatives from the Woodstock Village Board of Trustees, Town Select Board, and members of the community. The final decision will be made by the Municipal Manager and the Woodstock Village Board of Trustees.

DEADLINE

Applications are due by **5:00 PM EST on Wednesday, May 31, 2023.**

**Woodstock
Vermont**