



Agenda Item Summary Report

Meeting Date:
March 9, 2026

Submitted by:
Daniel Frishkorn, Acting Police Chief
Michelle Bailey-Hedgepeth, Town
Administrator

Item Title: ACTION ITEM | Approval of a Contract with IACP for the Police Promotional Process and authorization for the Town Administrator to execute a contract not to exceed \$38,300.

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**Work Session Item [X]
Council Meeting Item [X]**

Documentation Attached:
Other Quotes for Services

Recommended Action:

Staff recommends Council approval of a contract with IACP for the Police Promotional Process. Funding for this contract will come from Professional Development Funds and Automated Enforcement

Council Summary

Staff is requesting Council approval to enter into a contract with the International Association of Chiefs of Police (IACP) to conduct the Town's Police Department promotional process, and authorization for the Town Administrator to execute a contract in an amount not to exceed \$38,300.

Procurement Process

The Town issued three solicitations for professional services to conduct the promotional process. After review, staff is recommending award to IACP based on qualifications, experience, and national reputation in administering legally defensible and professionally recognized law enforcement promotional assessments.

The IACP is the world's largest professional association for police leaders, representing more than 35,000 members in over 177 countries. Established in 1893, the organization is widely recognized as a global authority in advancing leadership, ethics, and professionalism in policing.

Rationale for External Administration

Acting Chief Frishkorn has requested that the promotional process be administered by an independent, third-party organization to ensure:

- Fairness and impartiality
- Credibility with sworn personnel
- Legal defensibility
- Transparency in evaluation standards
- Alignment with industry best practices

Promotional processes in law enforcement are often highly sensitive matters, as they directly affect:

- Career advancement
- Compensation
- Supervisory authority
- Department morale
- Organizational culture

Historically, promotional procedures have been a source of concern among officers. Utilizing an independent, nationally recognized organization helps mitigate perceptions of bias and strengthens institutional trust.

Operational Need

There are currently two acting supervisory positions, one of which is approaching two years in acting status.

Additional supervisory vacancies are anticipated.

The Department does not currently have an active eligibility list.

Approval of this contract will:

- Establish a two-year promotional eligibility list
- Provide structured, standardized testing and assessment
- Support long-term succession planning
- Reinforce professional standards and organizational stability

Fiscal Impact

The contract amount will not exceed \$38,300, subject to final confirmation of the scope.

Recommendation

Staff recommends approval of the contract with the International Association of Chiefs of Police and authorization for the Town Administrator to execute the agreement. This action supports transparency, professionalism, and organizational integrity within the Police Department.

The Town Administrator and Acting Chief are available to answer any questions.

Budgeted Item: Yes [] No [X] Budgeted Amount: 18,300 Professional Development / 20,000 Automated Speed Enforcement One-Time Cost: Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date: