



Measure #: 2024-110

TOWN COUNCIL MEASURE SUBMITTAL

Date: 8/14/2023

Submitted By: Town Manager

Telephone #: 508-699-0100

MEASURE DESCRIPTION:

Confirmation of Appointment of Andrew Dubois as Animal Control Officer.

Signed:

Michael Borg

Digitally signed by Michael Borg
DN: c=US, ou=Town Manager, cn=Michael Borg, email=Emmborg@
nattleboro.com
Reason: I am the author of this document
Location:
Date: 2024.05.10 10:26:18-04'00'
Foxit PDF Editor Version: 12.0.0

PURPOSE AND JUSTIFICATION:

The Assistant Town Manager and myself both interviewed Mr. Andrew Dubois for the Animal Control Officer Position. Based on his extensive law enforcement experience, exceptional leadership skills, commitment to ensuring public safety as well as his passion for animal welfare, I felt that he was the perfect candidate for this position.

Therefore, I respectfully request the Town Council confirm my appointment of Andrew Dubois as Animal Control Officer.

SPECIAL REQUIREMENTS:

ATTACHMENTS: Resume attached

REFER TO SUB-COMMITTEE:

Measure #: 2024-110

TOWN COUNCIL MEASURE SUBMITTAL

Date: 8/14/2023

Submitted By: Town Manager

Telephone #: 508-699-0100

PURPOSE AND JUSTIFICATION CONTINUED:

Andrew Dubois

To

Human Resources
Town of North Attleboro

Dear Hiring Manager,

I am writing to express my strong interest in the Animal Control Officer position with the town of North Attleboro. Besides my extensive law enforcement experience and I have always had a passion for animal welfare, I believe I would be an asset to your organization and town.

Having served as a Police Officer for the City of East Providence for twenty years, I have developed a solid foundation in enforcing laws and regulations, conducting investigations, and ensuring public safety. Throughout my career, I have demonstrated exceptional leadership skills as a Lieutenant, Sergeant, Detective, and Inspector, overseeing operations, supervising personnel, and managing critical incidents. I have also gained valuable experience in conducting thorough investigations, drafting comprehensive reports, and representing the department in legal proceedings.

The responsibilities outlined in the job description align with my skills and interests. My experience in responding to emergencies involving domestic and wild animals, removing sick or injured animals, and transporting them to appropriate facilities would be helpful in this role.

Although I do not yet meet all the requirements set forth in your job description, I believe I could quickly obtain the required certifications.

As my career as a Police Officer ends, I am excited about the opportunity to utilize my skills and contribute to your organization's mission.

Sincerely,

Andrew Dubois

February 24, 2024

ANDREW DUBOIS

LAW ENFORCEMENT EXPERIENCE

Police Officer, City of East Providence, July 2004 – Present

Duty Assignments

Lieutenant, Patrol Division Shift Commander 2023-Present

Officer in charge, supervising the entire operation of the Patrol Division and its personnel. Oversee and approve all investigations and incidents that occurred during each shift. Document personnel performance of subordinates and prepare annual reviews for each officer under my direct supervision.,

Sergeant, Office of Professional Standards/Internal Affairs, 2022- 2023

Assigned to document, investigate, and adjudicate all complaints of alleged misconduct that cannot be addressed through routine disciplinary process. Responsible for conducting and supervising investigations of violations of policy, procedure or criminal law involving sworn and non-sworn personnel for the Office of Professional Standards. Investigations involve interviews, report reviews and writing comprehensive reports of findings. Attend and participate in all command staff meetings.

Sergeant, Patrol Division, 2020-2022

Supervised officers and other on-duty personnel assigned to the patrol division. Prepared daily shift logs and conducted formal roll calls. Supervised and investigated crime scenes, accident scenes and emergency situations.

Investigator, Detective Unit, 2020

Conducted investigations to prevent crimes or solve criminal cases. Wrote affidavits in support of arrest and search warrants. Coordinated the apprehension of all identified perpetrators with local, state and federal law enforcement agencies. Responded to major crimes investigations and preserved the scene to avoid evidence contamination.

Inspector, Prosecution Unit and Records/Services, 2017-2020

Represented the Department for arraignments and initial appearances at District Court, Municipal Court and Traffic Tribunal. Drafted and obtained search and arrest warrants originating from the Patrol Division. As the Services Officer, responsible for uniforms, radios, and other equipment utilized by the Department. Maintained the chain of custody for evidence transported to the Department of Health for prosecution. After attending an Accreditation Management class, assisted the accreditation manager for the Department in planning and coordinating accreditation activities, as well as, researching, drafting, creating and maintaining agency general orders and policies.

Officer, Vice Unit, 2011-2016

Task Force Officer Drug Enforcement Administration (DEA), 2011-2016

Investigated criminal activity focusin on narcotics trafficking and money laundering offenses. Coordinated local, state, and federal policing agencies to proactively interrupt drug trafficking operations and money distribution schemes. Developed confidential informants, learned multiple surveillance and counter-surveillance techniques, and honed the process for effectively drafting and obtaining search and arrest warrants.

Attended DEA trainings including investigator school, Pro-Active Criminal Enforcement (PACE) Training, Undercover Officer Survival and Dessert Snow Phase 1, 2, 3.

Officer, Patrol Division, 2004-2011

Arrested over 900 suspects and was one of the most pro-active patrol officers in the Department. Assisted detectives and vice investigators resulting from these numerous arrests. Worked with federal prosecutors and investigators on a significant case which was adopted by the U.S. Attorney's Office for federal prosecution.

SPECIALIZED SKILLS AND TRAINING EXPERIENCE

Active Shooter Response Instructor, 2019-Present

Instruct sworn members of the Department and business community in methods of active shooter response: alert, lockdown, inform, counter, evacuate (ALICE).

Rhode Island Municipal Police Academy (RIMPA), 2006-2012

RIMPA Physical Fitness Instructor, 2006-2009

Narcotics and Recognition Instructor, 2008-2012

Created and instructed an Introduction to Narcotics and Recognition Class which was approved by the Chiefs of Police Association and still taught at the academy today.

Cooper Certified Fitness Instructor, 2008-Present

Field Training Officer, 2008-Present

As a Field Training Officer, I have assisted in creating the foundation of recruits to become fully functioning police officers. To date I have been an FTO for 15 of our officers.

Background Investigator, 2018-Present

Conducted and compiled personal and professional background investigations for police candidates by interviewing employers, co-workers, neighbors, law enforcement officials, military personnel, family members, and personal references. Prepared reports on multiple candidates and submitted those reports to the Department's planning and training offices.

EDUCATION

Mount Ida College, B.S., 2003

Certified Mediator, 2003

Municipal Police Academy, 2004

DEPARTMENT AWARDS AND RECOGNITION

Gallantry Star

American Legion Award

Unit Citation

Honorable Service (5)

FRATERNAL LEADERSHIP

IBPO UNION SECRETARY

Kept proceedings records, signs authorized treasury orders, brought attention actionable items, kept records of correspondence including contracts, classifications and rates and negotiation information.

IBPO Union Treasurer

Served as the IBPO Union Treasurer and responsible for all union dues and bills. Managed and oversaw the management of the financial affairs of the Union. Performed basic tasks as banking, reconciling bank statements, and billing of vendors. Selected for the 2022 IBPO contact negotiation team and successfully negotiated our current contract.

INTERESTS

NCAA Division III Soccer, Mt. Ida College, 1999-2003 (Captain 2001-2003)

Community youth soccer coach 2013-present

Avid Runner, Current streak of 875 consecutive days