



# Town of Melbourne Beach

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## Request for Proposals/Invitation to Bid

Town of Melbourne Beach  
507 Ocean Avenue  
Melbourne Beach, Florida 32951

## Police Chief Town of Melbourne Beach

**ISSUE DATE: 01/23/2024**  
**PROPOSALS TO BE RECEIVED NO**  
**LATER THAN 5:00 PM ON FRIDAY,**  
**FEBRUARY 9TH, 2024**

CONTACT: Elizabeth Mascaro,  
Town Manager  
E-MAIL:  
townmanager@melbournebeachfl.org

### **INTRODUCTION**

The Town of Melbourne Beach ("Town") is governed by an elected five-member Town Commission, consisting of a Mayor, Vice Mayor, and three at-large Commissioners. The Town is roughly one (1) square mile with 3,248 residents. The Town is located on a barrier island between the Indian River Lagoon (IRL) to the West and the Atlantic Ocean to the East. The Town employs an eleven (11) member Police Force and a Fire Department with a Marine Rescue Squad comprised of thirty (30) paid and volunteer firefighters. Town Hall employees provide services to the residents including Public Works, Code Enforcement, Building, Finance, Town Clerk, and Town Manager. The Town has two large recreational parks. Ryckman Park is located along the IRL and provides a fishing pier, playground equipment, tennis court, pickle ball court, basketball court, restrooms, picnic pavilions, two historic structures and a large open space for Town celebrations. Ocean Park provides beach access, volleyball court, picnic pavilions, bathrooms, outdoor showers, a 100-foot boardwalk and mini picnic pavilions. For more information please go to: [www.melbournebeachfl.org](http://www.melbournebeachfl.org)

For Fiscal Year 2023-2024, the Town has an approximate \$4.9 million annual budget (all Funds). The Town has twenty-nine (29) paid employees and contracts with a Town Attorney, Town Planner and a Code Enforcement Special Magistrate. Police Chief Griswold has worked for the Town since 2002 and has held the Police Chief's position since June 2018 (six years).

The Town Commission holds regularly scheduled meetings on the third Wednesday (6:00 p.m.) of each month. The Police Chief attends all regular and special Town Commission meetings

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**Brevard County's Oldest Beach Community \* Established 1883**

**(321) 724-5860**

The Town of Melbourne Beach is requesting unsealed proposals for Police Chief of Melbourne Beach.

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**PROPOSALS DUE DATE & TIME: Friday, February 9th, 2024 at 5:00 p.m.**

Proposal packages shall be e-mailed or hand-delivered to the Town Manager, located at 507 Ocean Avenue, Melbourne Beach, Florida 32951. Proposals are to be received NO LATER THAN 5:00 p.m. after which time the invitation will officially be closed. Proposals received after the specified time and date will not be accepted. The Town will not be responsible for mail delays, late, or incorrect deliveries. The time/date of the email or time stamped on the package by Town Staff will be the official authority for determining late Proposals.

Proposals shall contain a compelling cover letter and comprehensive resume along with the Town of Melbourne Beach's Police Officer application. The application is located on the Town of Melbourne Beach's website: <https://www.melbournebeachfl.org/police-department/pages/employment-opportunities> The Town of Melbourne Beach is an Equal Opportunity Employer and values diversity in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check. The salary for this position ranges from \$86,000 to \$125,000 dependent upon qualifications and experience. Employees are offered a comprehensive benefits package including Town paid medical insurance, life insurance, vacation, sick leave and a Police Pension Plan. Employees may choose additional benefits at their expense. Major duties include the following:

- A. Directs all personnel functions of the department, including but not limited to: recruitment, training, evaluations, promotions and discipline.
- B. Reviews departmental operations for risk management concerns, amends policies to reduce potential liabilities.
- C. Evaluates personnel, equipment and training requirements for ongoing departmental operations and special events.
- D. Establishes the departmental mission, goals and objectives; develops and implements operating policies and procedures.
- E. Advises Town Manager and governing body on issues pertaining to law enforcement.
- F. Attends professional meetings, hearings and conferences.
- G. Prepares annual departmental operating budget in conjunction with the Town Manager; monitors expenditures under the current budget.
- H. Oversees the investigation of criminal offenses committed with the jurisdiction of the town.
- I. Plans, coordinates and supervises departmental operations; evaluates and approves external request for departmental records, reports and files.
- J. Meets with local citizens and business owners to resolve problems, plan special events and improve delivery of police services; establishes policy and direction for community policing and community crime prevention.
- K. Is an active Police Officer as required.
- L. Performs other duties as assigned by the Town Manager.

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## **TIMELINE**

The anticipated schedule for this recruitment is as follows:

1. Publication Date January 23, 2024
2. Submission Deadline February 9, 2024, 5 p.m.
  
3. Interviews for top candidates will take place during mid to late February, 2024

## **EXPERIENCE AND QUALIFICATIONS**

Education: A Bachelor's Degree with major course work in Criminal Justice, Public Administration or a related field. Completion of the F.B.I. Academy, Southern Police Institute, or a similar institute or academy is desirable.

Experience: A minimum of fifteen (15) years experience in modern police methodologies and procedures with progressive responsibility in a variety of police functions, with at least five (5) years experience at a command level in law enforcement.

Special Qualifications: Valid Florida Driver's License with an acceptable driving record.

Must be a State Certified Law Enforcement Officer.

Must meet the minimum employment standards of the Florida Criminal Justice Standards and Training Commission.

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