

# CHIEF OF POLICE

Job Announcement

## City of Milton, Florida



**November 2024**

## THE CITY

The City of Milton is in the western Panhandle area of Florida and is the County Seat for Santa Rosa County. Geographically, Milton is surrounded by communities such as Pace, Navarre, and Pensacola and is less than an hour away from the beach. The historic downtown area is nestled along the 56.6-mile Blackwater River which is a haven for nature lovers and kayakers alike. There are roughly 11,000 full-time residents in the City, but due to Naval Air Station Whiting Field, this number can be fluid. Home to many well-known Festivals and events, Milton is known as the city "Where Good Living Flows".



The Milton Police Department operates under a City Council/Manager form of municipal government. The Police Department is staffed with twenty (20) officers and eight (8) civilian dispatch/records clerks. For more information, please visit: [www.miltonfl.org](http://www.miltonfl.org).



## STRATEGIC PLAN

Daily police operations are driven by our Strategic Plan, which outlines the Department's purpose, mission, strategies for success and core values.

### Purpose

The purpose of the Milton Police Department is to enhance the quality of life for everyone in the city of Milton.

### Mission

To create a safe environment through the protection of life and property; to enhance the quality of life for residents and visitors to the City of Milton.

### Strategies For Success

- Enhancing technology
- Exercising a Community Oriented Philosophy
- Focusing on employee development
- Promoting efficiency, effectiveness, and accountability

### Core Values

- Community trust and confidence in the Milton Police Department is earned by the integrity of our members.
- We believe in the principles embodied in the Constitution of the United States of America and the State of Florida, and will strive to maintain the integrity of our federal, state, and local laws.
- We respect and protect the rights of all people and promise to enforce the law without favoritism or bias, treating everyone with courtesy and fairness.
- We will be accountable to ourselves and to the community we serve, always working to perform at our personal best, with great respect for duty and honor.

### Community Policing

The Milton Police Department is dedicated to the philosophy of community policing. By forming partnerships within the community to resolve problems of mutual concern, we strive to enhance the quality of life for everyone in the City of Milton. Crime is not just a police problem, it is a community problem. By establishing and maintaining open communications with our residents, we are better able to address their concerns. The Milton Police Department welcomes citizen input to help resolve crime problems and quality of life issues in our community. Our job is **service**.

# CHIEF OF POLICE RESPONSIBILITIES

The City of Milton is proud of their relationship with law enforcement, which is evident in the current Chief Tony Tindell's tenure of 36 years with the agency. The City is looking to find someone that can not only learn from Chief Tindell during a learning period, but also views this as a long-term position in a family-friendly environment.

## ESSENTIAL JOB FUNCTIONS

*These examples are only representative work samples for this classification and do not include all duties or special work assignments that may be required for this classification or job.*

- Leads the department in fulfilling the Mission.
- Performs and/or oversees departmental planning.
- Organizes the department to meet established goals and objectives.
- Oversees the function of departmental staffing.
- Directs and coordinates the primary activities and pursuits of the department.
- Reports verbally or in writing upon matters of interest or importance.
- Oversees the development and administration of the departmental budget.
- Interacts with the community on behalf of the department and the city.
- Normal business hours, Monday through Friday; attendance in City Council and other meetings. Subject to call out at all times.
- Considerable supervisory responsibilities.

## JOB SUMMARY

The Police Chief operates under the executive direction of the City Manager. The Police Chief is the senior level managerial position responsible for the overall direction of the police department through administrative authority and supervision of assigned field and staff functions. This position requires the exercise of independent judgement in the performance of the duties of the office. The incumbent makes unilateral decisions as necessary to accomplish departmental goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Work is subject to review by the City Manager.

## KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles, practices, and techniques of modern law enforcement.
- Knowledge of the principles and practices of organization, management, budget development, and personnel administration.
- Knowledge of federal, state, and local laws and ordinances that affect or are enforced by the police department.
- Knowledge of community geography and demographics.
- Ability to motivate, manage, and supervise employees with varying levels of education and work experience.
- Ability to establish and maintain effective working relationships with other city departments, public agencies, the news media, and the general public.
- Ability to communicate effectively, orally and in writing.
- Ability to interpret and administer union contracts.
- Ability to analyze complex managerial and administrative problems, formulate solutions, and take independent unilateral actions.

## PHYSICAL REQUIREMENTS

Employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell, hear and drive. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color and peripheral vision and depth perception. The employee must be able to regularly lift up to 50 pounds and occasionally lift, carry or drag individuals or objects up to 150-200 pounds.



## EDUCATIONAL & CERTIFICATIONS REQUIREMENTS

- Bachelor's degree in Criminal Justice, Public Administration or a related field from an accredited institution of higher education affiliated with the Council for Higher Education Accreditation.
- A minimum of five (5) years of progressively responsible work in police administration, of which at least three (3) years experience is in high-ranking command positions.
- Graduation from the FBI National Academy, Southern Police Institute Administrative Officer's Course, Florida Police Chiefs STARS Future Chiefs training, Florida Criminal Justice Executive Institute or similar command development course.
- The candidate must possess and maintain a valid Florida driver license or be eligible to obtain one after appointment.
- The candidate must be certified by the State of Florida Criminal Justice Standards and Training Commission as a Police Officer or qualified to be certified by the State of Florida after appointment.

## SALARY RANGE & BENEFIT HIGHLIGHTS

- Salary Range: \$98,000 - \$116,000 based on qualifications and experience.
- Annual COLA increase (typically 2%-3%)
- Additional annual merit increase, typically 2% (must have completed a 90-day probationary period). All merit increases are based on satisfactory performance during the rating period.
- Paid Holidays - 11 annually plus one (1) Personal Day.
- Accrual of 10 hours sick leave per month, 16 hours vacation leave per month.
- Bi-weekly direct deposit payroll.
- Health insurance: 100% individual, 65% family.
- Term life insurance: 100% of \$25,000 coverage.
- Accidental death or dismemberment coverage in accordance with state law.
- Long term disability 100% covered by city.
- Member may contribute 8% towards retirement plan. City contribution determined by annual actuarial valuation.
- 457 plan available with employer match up to 7%.
- Uniforms provided by city.



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## SUBMISSION PROCESS

Please submit a resume and cover letter ONLY to [stars@fpca.com](mailto:stars@fpca.com), no later than **midnight on December 6, 2024**. Inquires should be directed to [stars@fpca.com](mailto:stars@fpca.com). Incomplete submissions will not be accepted.



**The Florida Police Chiefs Association's Stars Executive Search Program is assisting in this search process.**

By providing Selection, Training, Assessment, Recruitment, and Support, the Florida Police Chiefs STARS Program is setting the standard for finding, retaining, and supporting the best police chiefs available. The STARS program will take organizations through an extensive search and qualification process.