



TOWN OF MILTON, VERMONT 05468-3205

Dept. of Public Safety • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005

Town and Job Profile
Chief of Police
Milton Police Department
Town of Milton, Vermont

The Town

The Town of Milton is a thriving, rural/suburban community on the edge of Chittenden (population 162,000) and Franklin (population 48,000) counties. The Town of Milton boasts an estimated population of 12,000 residents, marking us as the eighth largest municipality in Vermont.

The Town hosts a thriving and growing business community with large businesses such as Husky, Gardener's Supply, and NG Advantage making their warehousing and manufacturing homes in town. Local companies have also chosen to grow in Milton with companies like Bove's, R.R. Charlebois, and Premier Coach developing large manufacturing and office spaces. The town has identified areas for future economic growth, including the Catamount Industrial Park on the west end, and the village area TIF district

The Town of Milton comprises 61 square miles, is easily accessible via Interstate 89, and contains a mix of suburban and rural lands. Farmland and Lake Champlain coast lies to the north and west, with a large village center at its midpoint. The Town maintains its own preschool through grade 12 school system that has been recognized for providing excellent education. The quality of life is enhanced by the Milton Police Department who operate 24 hours a day to serve and protect. Emergency response in Milton is also supported by the robust volunteer rosters of the Milton Fire and Rescue Departments, who work under the direction of the Public Safety Department and in close collaboration with the Police Department.

The Department

The Milton Police Department is a community oriented, full-service police department. The department is dedicated to community policing, a model of policing which encourages cooperation between members of the community and the police department to solve and prevent criminal activity. The department is comprised of approximately 16 full-time officers, 3 part-time officers, two administrative staff, and a Chief. The department has a canine program, two detectives, and one officer embedded in the local school system.

The department's station is attached to the Milton municipal building, so it is directly connected to most other municipal office spaces. The building was constructed with a

sally-port, holding cell, and multiple office and storage spaces. The public entrance is currently being renovated with ballistic grade materials to protect the department and administrative assistant. In the last fiscal year, the department budget was approximately 1.9 million dollars, including all operating and capital expenses.

Future Challenges and Opportunities

- The department works hard to recruit and retain high quality individuals. However, like most Vermont departments, this task has become increasingly more difficult. In the future a new Chief will need to work with leadership to continue monitoring recruitment and retention.
- As the town continues to grow, the new Chief will need to address the challenges and opportunities inherited with this growth.

The Position of Chief

Since 1999, a 30-year veteran of the force held the position of Chief. Under his leadership, the force has grown from just six full-time officers to 17 full-time officers. During his tenure, the squad added a detective, a K9 unit, and a school resource officer. They have also improved turnover, retaining high-quality officers who are dedicated to our community. The town has appointed a veteran officer to act as Interim Chief until the hiring of a permanent Chief.

The function of the Police Chief is to oversee, coordinate, and carry out a variety of functions relating to the police department under the general direction of the Public Safety Department and Town Manager. This includes writing and implementing policy, reporting, compliance with local, state, and federal regulations, grant writing, budgeting, and administration.

The town seeks a Police Chief who is interested in continuing and strengthening the good work and reputation of the Milton Police department. The Chief should be interested in collaboration across municipal departments and with community partners. The Chief should have a public presence, representing the town to the community at public events and throughout each day.

Minimum Qualifications

The Town seeks a professional police supervisor with a minimum ten (10) years' experience in a full-time law enforcement agency, with at least five years of increasingly responsible supervisory or command positions. An Associate's or Bachelor's degree is also desirable, or a combination of education and experience that is sufficient to demonstrate an applicant's knowledge and abilities. Please see the full job description for additional information and qualifications.

Desired Qualities and Vision

- Inclusive: proactively engages, listens, advises, and cooperates with residents and stakeholders using methods that drive effective community centered policing
- Trustworthy: earns respect and trust with the community and policing through demonstrating responsiveness, knowledge, ethical and honest decision making; a successful candidate will have demonstrated these qualities throughout their law enforcement career
- Enterprising: leads change by communicating visionary ideas, preempting future problems, solving existing problems, innovating, and taking mission driven decisions
- Fair: Honors rights and administers law and regulations with consistency to advance both safety and equity in Milton
- Effective: invites accountability and maximizes data, technology, and best management practices to persistently capture efficiencies, drive cost-effectiveness, and improve service to the town
- Motivated and Motivating: attracts and retains passionate and professional officers by fostering a supportive environment which emphasizes responsibility, resilience, vocational excellence; recognizes that leadership starts from the top

Compensation

The salary range for Chief of Police \$73,500 to \$85,600 and is commensurate with experience.

Milton offers a comprehensive and competitive benefits package, including health, dental, vision, accident, disability and life insurance. Defined benefit and defined contribution retirement options are available through the Vermont Municipal Employee Retirement System (VMERS). Town employees accrue vacation, sick, personal leave in accordance with policies set forth in the Administrative Code, and the Town observes eleven holidays per year.

Equal Opportunity Employer

The Town of Milton is an equal employment opportunity employer. All personnel transactions are based on merit and job-related qualifications without regard to race, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, or disability status (except when any of these factors is a bona fide occupational qualification).

Hiring Process

The town has developed a hiring process for this position that involves transparency with residents and relies on the input from a variety of stakeholders including law enforcement professionals, town staff, town residents, and police department membership. A successful candidate will have completed at least two rounds of interviewing, at least one in front of a community interview committee, and had a full reference check completed before an offer of employment is made. A mandatory background check and polygraph examination will be completed before a start date is scheduled.

Potential applicants should visit <http://miltonvt.org/resources/employment.html> to review a full job description and obtain an employment application. The employment application should be completed as fully as possible, however information, which would appear on an applicant's CV/resume can be remitted on such documents. All applicants should submit the following documents via electronic methods by the stated deadline.

1. Cover Letter: please take the time and space to explain to the review committee why you would be a good fit for the Town of Milton
2. Resume/Curriculum Vitae
3. Town Employment Application: application must be signed to be considered

Submit to: John Bartlett, Director of Administration & Human Resources

jbartlett@town.milton.vt.us

802-893-6655

Deadline: October 31, 2017 at close of business

Questions on the hiring process or application can be directed to the town by calling 802-893-6655 and referencing the police chief application. If further communication regarding the vacancy is necessary, it will be posted to the employment section of the town's website (www.miltonvt.org).