



THE FLORIDA POLICE CHIEFS STARS PROGRAM

# City of North Port

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Proposal for

Executive Search & Recruitment Services

## Police Chief

August 24, 2017

The Florida Police Chiefs Education and Research Foundation  
STARS Program  
Amy Mercer  
Executive Director, FPCA/STARS Project Coordinator  
P.O. Box 14038  
Tallahassee, FL 32317  
850-219-3631  
[amercer@fpca.com](mailto:amercer@fpca.com)  
[www.fpca.com](http://www.fpca.com)



THE FLORIDA POLICE CHIEFS STARS PROGRAM

August 24, 2017

Christine McDade  
Human Resources Director  
North Port City Hall  
4970 City Hall Boulevard  
North Port, FL 34286

Dear Director McDade:

Thank you for allowing the Florida Police Chiefs Education and Research Foundation (FPCERF) STARS to submit our qualifications for the City of North Port Police Chief recruitment.

The Florida Police Chiefs Association (FPCA), established in 1952, is the professional association for which the FPCERF was created and is the state's pre-eminent law enforcement professional association, speaking for Florida's chiefs and providing guidance and leadership for the future of law enforcement and our communities. The FPCA's mission is to continuously enhance law enforcement professionalism in the State of Florida, serve as the public face of law enforcement executive leadership, and provide a forum for executive education, development, and exchange of ideas.

STARS understands the scope of the work desired by the City of North Port. The attached proposal illustrates our understanding and details our approach. A STARS executive search is a collaborative effort. Our work plan will be developed by officials from your city, agency and STARS. Our services will be tailored to preferences from your agency.

As the Project Coordinator for the STARS program, I am authorized to submit this proposal on behalf of the FPCERF. Please contact me if you have any questions or require further information. I can be reached by phone at 850-219-3631 and my email address is [amercer@fpca.com](mailto:amercer@fpca.com).

Sincerely,

Amy Mercer  
FPCA Executive Director / STARS Project Coordinator

cc: Chief Kevin Vespia, North Port Police Department



## THE FLORIDA POLICE CHIEFS STARS PROGRAM

### **STARS PROGRAM OVERVIEW:**

When a community, organization or an agency has to fill a law enforcement executive position, finding the best candidates can be challenging. Those hiring may have limited or no access to law enforcement recruitment experts, and qualified candidates may be difficult to locate. Professional searches for qualified candidates can also be costly.

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 law enforcement executives available.

**The STARS Program** will take an organization through an extensive **national** search and qualification process. Prescreened, qualified applicants will be recommended to the participating entity, based on that agency's specific needs.

With **the Florida Police Chiefs STARS Program**, you have access to the following benefits:

**A professional search team managed by law enforcement experts;**

**Florida-based experts with extensive knowledge of national law enforcement issues and those specific to our state;**

**A cost-efficient process with proven results;**

**Reassurance that the best candidates have been recruited for the job; and**

**Support and training provided so the selected candidate's transition is seamless.**



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### **Project Team:**

STARS has the resources available to conduct this search and avoid untimely delays in the process. Top law enforcement experts will be chosen who are uniquely qualified to lead this search for the new Police Chief.

### **Proposal/Scope of Services**

It is our understanding that the scope of work, minimum responsibilities and search and recruitment services shall include the following:

- Job and candidate profiling in cooperation with hiring officials that will identify the agency policing environment;
- Job analysis that will produce a list of tasks, duties and responsibilities for your next Police Chief;
- Advertisement and outreach that utilizes the STARS nationwide network, internet, email and diversity recruitment;
- Resume receipt and review;
- Categorize resumes based on their basic qualifications relative to the needs of the department as identified through the job analysis;
- Provide a letter to the City Manager that identifies the best candidates (approximately 10 or the number of candidates desired by the municipality) for initial and further screening;
- Develop and provide a written questionnaire to the identified candidates for further screening;
- Questionnaire receipt and review;
- Provide a letter to the City Manager that identifies the best candidates (approximately 3-5) for further screening by the municipality;
- For the final candidates (3-5) and in coordination with City Officials, organize onsite interviews and assessments that may include a community meet and greet, scenario-based exercises, interview questions and/or interview panel; and
- Once the new Police Chief is selected, we can provide mentoring, training, various resources and support services to the selected individual.



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**Objectives:**

- To assist the municipality and the agency during a time of transition;
- To save a considerable amount of the municipality's time in establishing a position profile and reviewing applicants;
- To independently and objectively assess the qualifications and suitability of candidates for the position;
- To recommend a pool of highly qualified candidates to the City Manager;
- To respond to all candidate inquiries and produce all correspondence during the search;
- To preserve the confidentiality of inquiries to the degree possible under Florida law;
- To keep the City Manager closely involved in key issues and informed of our progress; and
- To support the new Chief once hired to help ensure his or her success in leading the Police Department.

**Tasks Timeline & Deliverables:**

Tasks	Estimated Timeframe	Deliverable
Phone conference – job/candidate profile.	One week after contract execution	
Open job: begin recruitment, marketing, advertising and outreach.	One week following phone conference and continue for up to 30 days	Recruitment advertising materials
Collect and review submissions, recommend first cut and provide a detailed letter to the City Manager.	2 weeks after job closes	List of all applicants noting those recommended for further screening.
Develop, send, receive, and review written questionnaires, recommend final cut and provide a detailed letter to the City Manager	Two weeks after municipality reviews and approves the written questionnaires	List of all applicants participating in this stage, noting those recommended for final screening.
For the final candidates (3-5) and in coordination with City Officials, organize onsite interviews and assessments that may include a community meet and greet, scenario-based exercises, interview questions and/or interview panel.	The schedule will be determined in coordination with the City Manager.	An interview process that is thorough and comprehensive to ensure the best candidates are presented to the City Manager for final selection.
Mentor, train, and provide various resources and support.	Immediately, once the new Police Chief is selected and ongoing	Assign a mentor, conduct training for the new Chief, provide polices and other resources as needed and agreed upon by the STARS Team and City Officials.



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**Sampling of Client List:**

2017	Tampa International Airport, Director of Public Safety and Security
2017	City of Melbourne Police Department
2017	City of DeLand Police Department
2016	City of Milton Police Department
2016	University of South Florida Police Department
2016	City of Ormond Beach Police Department
2015	City of Casselberry Police Department
2015	City of Port Orange Police Department
2014	City of Port Richey Police Department
2014	University of Central Florida Police Department
2014	City of High Springs Police Department
2014	City of Bunnell Police Department
2014	City of Miami Gardens Police Department
2012	City of Miami Beach Police Department



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**References:**

**Audra Cona, Talent Acquisition Manager**

Hillsborough County Aviation Authority  
Tampa International Airport  
4160 George J. Bean Parkway  
Tampa, Florida 33607-1470  
Phone: (813) 676-4382  
Email: [acona@TampaAirport.com](mailto:acona@TampaAirport.com)

**Shannon Lewis, Deputy City Manager**

City of Melbourne  
900 E. Strawbridge Ave.  
Melbourne, FL 32901  
Phone: (321) 608-7211  
Email: [shannon.lewis@mlbfl.org](mailto:shannon.lewis@mlbfl.org)

**Michael Pleus, City Manager**

City of DeLand  
120 S. Florida Ave  
DeLand, FL 32720  
Phone: (386) 626-7107  
Email: [Pleusm@deland.org](mailto:Pleusm@deland.org)

**Mr. Brian Watkins, City Manager**

City of Milton  
P.O. Box 909  
Milton, FL 32572  
Phone: (850) 983-5411  
Email: [brian.watkins@ci.milton.fl.us](mailto:brian.watkins@ci.milton.fl.us)

**Chief Christopher Daniel**

University of South Florida Police Department  
4204 East Fowler Ave. UPB002  
Tampa, FL 33620  
Phone: (813) 974-2628  
Email: [cdaniel@admin.usf.edu](mailto:cdaniel@admin.usf.edu)

**Ms. Joyce Shanahan, City Manager**

City of Ormond Beach  
22 S. Beach Street  
Ormond Beach FL 32174  
Phone: (386) 676-3200  
Email: [joyce.shanahan@cityoformandbeach.org](mailto:joyce.shanahan@cityoformandbeach.org)

**Mr. James "Randy" Newlon, City Manager**

City of Casselberry  
95 Triplet Lake Drive  
Casselberry, FL 32707  
Phone: (407) 262-7700  
Email: [jnewlon@casselberry.org](mailto:jnewlon@casselberry.org)

**Mr. Michael Johansson, City Manager**

City of Port Orange  
1000 City Center Circle  
Port Orange, FL 32129  
Phone: (386) 506-5501  
Email: [mjohansson@port-orange.org](mailto:mjohansson@port-orange.org)

**Mr. Tom O'Neill, City Manager**

City of Port Richey  
6333 Ridge Road  
Port Richey, FL 34668  
Phone: (727) 816-1900  
Email: [toneill@cityofportrichey.com](mailto:toneill@cityofportrichey.com)

**Chief Richard M. Beary**

University of Central Florida P.D.  
PO Box 163550  
Orlando, FL 32816-3550  
Phone: (407) 823-2419  
Email: [richard.beary@ucf.edu](mailto:richard.beary@ucf.edu)

**Additional references provided upon request.**



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**Cost:**

Below are the proposed fees associated with providing these services to the municipality. **The fees outlined below are inclusive of all communication and correspondence with applicants, developmental and administrative costs.**

Tasks	Cost
In coordination with City officials, create job/candidate profile, job analysis, job advertisement and outreach.	\$2,500
Resumé receipt and review. Provide a recommendation of approximately 20 candidates to move forward in the process.	\$5,500
Develop a written questionnaire that will be forwarded to candidates selected to move forward in the process. Questionnaire receipt and review with a recommendation of approximately 5-7 candidates to move forward in the process.	\$3,500
For the final candidates and in coordination with City Officials, organize on site interviews and assessments that may include a community meet and greet, scenario- based exercises, interview questions and interview panels.	\$6,000
Travel expenses	Up to \$1,000 with receipts
Mentor, train and provide various resources and support services to the new Police Chief.	No Cost
<b>Total</b>	<b>\$17,500 (plus travel expenses if applicable)</b>

Any request for services outside the tasks outlined above will be considered additional services and will incur a fee that must be approved in writing by both parties.

**The Florida Police Chiefs Education and Research Foundation- STARS Program**

**Amy Mercer**

**Executive Director, FPCA/STARS Project Coordinator**

**P.O. Box 14038**

**Tallahassee, FL 32317**

**850-219-3631**

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## THE FLORIDA POLICE CHIEFS STARS PROGRAM

### STARS Program Law Enforcement Expert

#### **Chief Dennis (Denny) M. Jones, (Ret.)**

- **35-year veteran of law enforcement**
- **Retired Police Chief of Daytona Beach, Florida**
- **Retired Police Chief of Tallahassee, Florida**
- **Past President, Florida Police Chiefs Association**

Chief Dennis "Denny" Jones retired as the Chief of Police of the City of Tallahassee in October of 2013 after being appointed in May of 2007.

He began his career in 1978 as a Police Officer with the Daytona Beach Police Department where he was later assigned to the Criminal Investigation Division. While assigned to the Office of Special Investigations, his duties included working vice and narcotics, organized crime and Outlaw Motorcycle Gangs. In November of 2002, he was appointed as the Chief of Police for the Daytona Beach Police Department and retired in April 2006.

Chief Jones is a graduate of Penn State University and the 223rd Session of the FBI National Academy. He has been a member of the Florida Police Chiefs Association (FPCA) since 2002. On July 11, 2012, he was sworn in as the FPCA's 59th President. Chief Jones previously served as the FPCA's District 3 Director and as Co-chair and member of the Legislative Committee. Chief Jones is also an active member of the International Association of Chiefs of Police (IACP) and the FBI National Academy Associates.

Chief Jones was appointed as a Policy Board Member for the Florida Criminal Justice Executive Institute in 2008 and is a graduate of both the FCJEI's Senior Leadership Program and Chief Executive Seminar. In December of 2010, Chief Jones was appointed by Governor Charlie Christ to serve on the Criminal Justice Standards and Training Commission.

On July 11, 2017, Chief Jones was honored by the Florida Police Chiefs Association for his immense contribution to the association by inducting him onto its Wall of Honor.



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### STARS Program Law Enforcement Expert

#### **Chief Gerald Monahan, (Ret.)**

- **44-year veteran of law enforcement**
- **Retired Police Chief of Port Orange, Florida**
- **Retired Police Chief of Allentown Pennsylvania**
- **Past President, Florida Police Chiefs Association**

Chief Monahan retired from the Port Orange Police Department on December 1, 2015 culminating a 44-year career as a law enforcement officer. He is a graduate of the 120th Session of the FBI National Academy, the 38th Session of the FBI Law Enforcement Executive Development Seminar and holds a Master of Arts Degree in Political Science from Kutztown University. He began his career in 1971 in Allentown, Pennsylvania and retired there as Chief of Police after 28½ years of service. In 1999, Chief Monahan was hired as the Chief of Police for the City of Port Orange and has also served as Director of Public Safety over both Police and Fire Operations from 2011 to 2013.

In 2003, he received a gubernatorial appointment to the Criminal Justice Standards and Training Commission and served in that capacity for eight years. He was elected as President of the Florida Police Chiefs Association from 2008-09 and the President of the Volusia Flagler Police Chiefs Association from 2005 to 2006. He was selected to serve as a member of the Florida Statewide Human Trafficking Task Force from 2010 to 2011 and Florida's Law Enforcement Consolidation Task Force from 2011 to 2012. He also served as a Trustee for the Florida Police Chiefs Association's Education and Research Foundation from 2008 to 2013 and President from 2013 to 2015.

Chief Monahan is a life member of the International Association of Chiefs of Police, the Florida Police Chiefs Association, the Pennsylvania Chiefs of Police Association and the Volusia Flagler Police Chiefs Association. He is also a former member of the Daytona State College Criminal Justice Advisory Council.

**SUBMITTAL SIGNATURE FORM**

The signature below is a guarantee that the proposer shall not withdraw his/her quote for a period of **ninety (90) days after the scheduled quote proposal due date. If notified of the acceptance of the submittal, the undersigned agrees to accept the form of contract designated in this RFP Quote by the City for the stated compensation in the form as prescribed by the City.**

The undersigned further certifies that he/she has read the Request for Proposal Quote, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this quotation is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

**Company Information**

**Type of Organization (Please Check One):**

Individual Ownership \_\_\_\_\_ Joint Venture \_\_\_\_\_ LLC/LLP \_\_\_\_\_

Partnership \_\_\_\_\_ Corporation  OTHER  501 c (3) \_\_\_\_\_

Federal Identification Number: 59-2965108

Is this a Florida Corporation:  Yes or  No

If not a Florida Corporation,

In what state was it created: \_\_\_\_\_  
Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it:  "For Profit" or  "Not for Profit"

Is it in good standing:  Yes or  No

Authorized to transact business in Florida:  Yes or  No

State of Florida Department of State Certificate of Authority Document No.: N31663

Respondent shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

Does it use a registered fictitious name:  Yes or  No

DBA (if any): \_\_\_\_\_

**THIS PAGE MUST BE RETURNED**

**SUBMITTAL SIGNATURE FORM**

**Company Name** The Florida Police Chiefs Education and Research Foundation- STARS Program

<u>(850) 219- 3631</u>	<u>stars@fpca.com</u>	<u>(850) 219- 3640</u>
<b>Telephone #</b>	<b>E-Mail</b>	<b>Fax #</b>

P.O. Box 14038 Tallahassee, Florida 32317-4038

**Mailing Address**

2636 Mitcham Drive

**Location Address**

<u>Tallahassee</u>	<u>FL</u>	<u>32308</u>
<b>City</b>	<b>State</b>	<b>Zip Code</b>

<u>(850) 219- 3631</u>	<u>stars@fpca.com</u>	<u>(850) 219- 3640</u>
<b>Telephone #</b>	<b>E-mail</b>	<b>Fax #</b>

Shannon Whitley, Professional Development Assistant

**Print Name & Title of Firm Representative (Contact Person)**

<u>Amy Mercer, Executive Director</u>	<u>August 24, 2017</u>
<b>Print Name of Person Authorized to Bind the Company</b>	<b>Date</b>



**Signature of Person Authorized to Bind the Company**

Do you accept Visa as payment for goods/services?  YES  NO

**REFERENCES - CLIENT LIST – SUBMITTAL FORM**

**SUMMARY EXPERIENCE/QUALIFICATIONS/CLIENT LIST (List similar projects, with completion dates showing experience) (At least three (3) in the past five (5) years).**

Project Location: Hillsborough County Aviation Authority, Tampa International Airport

Name of Contact Person: Audra Cona, Talent Acquisition Manager Telephone # (813) 676-4382

Name of Contact: Audra Cona, Talent Acquisition Manager Telephone # (813) 676-4382

Project Description: STARS received 191 application packets from the Authority representatives for review according to job analysis provided by Tampa International Airport. Following review, STARS submitted a list of 19 applicants that it recommended to move forward in the process for further consideration. With Authority input and approval, the STARS Team developed a 13-question written assessment which was sent to the 19 recommended applicants. The STARS Team then received, reviewed, and ranked the completed written assessments. After consultation with Authority representatives, STARS submitted a list of 6 applicants recommended for further consideration for the position of Director of Public Safety and Security for the Tampa International Airport.

Total Project Amount: \$ 10,500.00 Start Date: 2/24/2017 Completion Date: 4/7/2017

Project Location: The City of Melbourne, Melbourne Police Department

Name of Contact Person: Shannon Lewis, Deputy City Manager Telephone # (321) 608-7211

Project Description: Between January 18, 2017 and January 26, 2017, the STARS Program received twenty-nine (29) application packets from the City of Melbourne for review. The STARS Law Enforcement experts identified fifteen (15) candidates that, based on their education and experience, appeared to best meet or exceed the City of Melbourne's minimum requirements and qualifications for the position of Chief of Police. The STARS Team, with input from City Officials, developed a 15-question written assessment. STARS distributed, then collected, reviewed, and ranked the completed written assessments. Based on the evaluated responses, the STARS Team identified 6 candidates that they recommended for further consideration for the position of Chief of Police.

Total Project Amount: \$ 5,500.00 Start Date: 1/12/2017 Completion Date: 2/16/2017

Project Location: The City of DeLand, DeLand Police Department

Name of Contact Person: Michael Pleus, City Manager Telephone # (386) 626-7107

Project Description: Full scope of services included: job description and posting development; set up job advertisement on diverse, national websites; fielded all questions related to position and collected 89 submissions; following review of all submissions, recommended 15 applicants to move forward in the process; with input from City Officials, developed, disseminated, and collected a 15-question written assessment; following review and ranking of completed written assessments, recommended a list of 6 applicants deemed

The Florida Police Chiefs Education and Research Foundation- STARS Program

most qualified to move forward in the process; together with City Officials, developed a format for the on-site personal interview stage of the process; provided a list of relevant and timely questions to assist City Officials during their personal interviews with finalists; facilitated and consulted during individual Q&A sessions between DeLand agency personnel and each candidate; provided a ranking of finalists to City Officials.

Total Project Amount: \$ 17,500.00 plus travel Start Date: 12/14/2016 Completion Date: 4/11/2017

FIRM NAME The Florida Police Chiefs Education and Research Foundation- STARS Program

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**CONFLICT OF INTEREST SUBMITTAL FORM**

F.S. §112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. Therefore, please indicate if the following applies:

**PART I:**

I am an employee, public officer or advisory board member of the City  
\_\_\_\_\_ (List Position or Board)

I am the spouse or child of an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.  
Name: \_\_\_\_\_

Respondent employs or contracts with an employee, public officer or advisory board member of the City  
Name: \_\_\_\_\_

None of The Above

**PART II:**

Are you going to request an advisory board member waiver?

I will request an advisory board member waiver under §112.313(12)

I will NOT request an advisory board member waiver under §112.313(12)

N/A

**The City shall review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any vendors whose conflicts are not waived or exempt.**

**BUSINESS NAME:** The Florida Police Chiefs Education and Research Foundation- STARS Program

**NAME (PER AUTHORIZED TO BIND THE COMPANY):** Amy Mercer, Executive Director

**SIGNATURE:** *Amy Mercer* **DATE:** August 24, 2017

**THIS PAGE MUST BE RETURNED**