



THE FLORIDA POLICE CHIEFS STARS PROGRAM

City of Margate, Florida

Executive Search and
Recruitment Services

Police Chief

April 5, 2024

The Florida Police Chiefs
STARS Program

Law Enforcement Professional Consultants



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City of Margate

Proposal for

Executive Search & Recruitment Services

Police Chief

April 5, 2024

The Florida Police Chiefs STARS Program
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April 5, 2024

Mr. Cale Curtis
City Manager
5790 Margate Boulevard
Margate, FL 33063

Dear Mr. Curtis:

Thank you for allowing the Florida Police Chiefs Education and Research Foundation (FPCERF) STARS to submit our qualifications for the City of Margate 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 understand the scope of the work desired by the City of Margate. 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, community, agency and STARS. Our services will be tailored to your preferences.

As the FPCA Executive Director, 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 jpritt@fpca.com

Sincerely,

Jennifer Cook Pritt
FPCA Executive Director



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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. Qualified applicants will be recommended to the participating entity, based on the agency and the community'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;
- 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 and community as identified through the job analysis;
- Provide a recommendation to the City Manager that identifies the best candidates (approximately 20 or the number of candidates desired by the municipality) for initial and further screening;
- Develop and provide a written questionnaire or other assessment tool for the identified candidates for further screening;
- Questionnaire receipt and review;
- Provide a recommendation to the City Manager that identifies the best candidates (approximately 5) for further screening by the municipality;
- For the final candidates, (approximately 5) and in coordination with City Officials, organize a community meet and greet, develop and facilitate scenario-based exercises, and develop interview questions and facilitate interview panel; and
- Once the new Police Chief is selected, we will 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 and US 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	1 week after contract execution	
Open job: begin recruitment marketing, advertising and outreach	1 week following phone conference and continue for up to 30 days	Recruitment advertising materials, job postings
Review resumes, make first cut and provide a recommendation to the City Manager	2 weeks after job closes	List of all applicants noting those recommended for further screening.
Develop and review written questionnaires or other assessment tool, make final cut and provide a recommendation to the City Manager	2 weeks after municipality reviews and approves the written questionnaires or other assessment tool	List of all applicants noting those recommended for final screening
For the final candidates and in coordination with City Officials, organize a community meet and greet, develop and facilitate scenario-based exercises, develop interview questions and facilitate 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 on going	Assign a mentor, conduct training for the new Chief, provide polices and other resources as needed



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Those tasks highlighted in yellow are those provided in a “partial proposal” the cost of which would be \$14,000.

All timeframes are dependent upon both the City and the STARS team working together to make decisions and meet deadlines. At minimum the process as outlined above can take 60-90 days.

Sampling of Client List:

2024	In negotiation, Florida Agricultural and Mechanical University
2024	In progress City of Quincy
2024	In progress City of Holly Hill
2023	Florida Gulf Coast University
2022	City of Oakland
2022	City of Bradenton Police Department
2022	Palm Beach County School District Police Department
2022	University of Central Florida Police Department
2021	City of Port Orange Police Department
2021	City of Bartow Police Department
2021	City of Ocoee Police Department
2020	City of Port Richey Police Department
2020	City of Ponce Inlet Police Department
2019	City of Treasure Island Police Department
2019	City of Tallahassee Police Department
2019	City of Palm Bay Police Department
2019	University of Central Florida Police Department
2019	City of Marco Island Police Department
2019	City of Jacksonville Beach Police Department
2019	City of Fort Walton Beach Police Department
2018	Palm Beach County School District Police Department
2018	University of Central Florida Police Department
2018	City of North Port Police Department
2017	Tampa International Airport Police Department



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2017	City of DeLand Police Department
2017	City of Melbourne Police Department
2016	City of Milton Police Department
2016	City of South Florida Police Department
2016	City of Ormond Beach Police Department

Cost:

Below is the proposed fee associated with providing these services to the municipality. The fee outlined below is inclusive of all developmental and administrative costs but does not include any required travel. Any travel will require written approval by the municipality.

\$27,000

Additional Services are available through the STARS program if requested.

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