



City of Milton Police Chief Recruitment Committee Meeting Agenda

January 24, 2025
2:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Review Individual Rankings and Select Candidates for Interview**
Item # 2025-3015
Candidates for Interview
- 3. Finalize Interview Package**
Item # 2025-3016
Interview Package
- 4. Finalize the Recruitment Process Timeline**
- 5. Adjournment**

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Agenda Item # 2025-3015

Candidates for Interview

MEETING DATE

January 24, 2025

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

- Frank, Jen
- Henneberry, Kirk
- Lanigan, Jad
- Lukens, Philip
- McCollum, Derek
- Nas, William
- Sigmon, Stephen
- Bollhorst, Jason

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Application- Candidate Evaluation Form

Application - Candidate Evaluation Form

Candidate Name: _____ Position: Chief of Police

Reviewer Name: _____ Date: _____

Scoring

Candidate application evaluation forms are to be completed by each application reviewer (Committee member) to rank the candidate's overall qualifications for the position to which he or she has applied. Under each category, the interviewer should give the candidate a numerical rating from 'max points' available and write any related comments in the space provided. Scores are based on the information presented in the resume, cover letter, and responses to questionnaire.

The Reviewer will use the total points for each candidate to individually rank candidates from 'top candidate' to 'bottom candidate'.

Category	Max Points	Total Score	Notes
Professional Experience	20		
Education and Training	20		

Leadership and Management Skills	20		
Problem Solving, Innovation, proven results	10		
Communication	10		

Professionalism & Enthusiasm	10		
Cultural Fit and Alignment with City Goals	10		
TOTAL SCORE	100		



Interview Package

MEETING DATE

January 24, 2025

PREPARED BY

Clerk's Office

Interview Package – Chief of Police

Candidate Name: _____ Position: Chief of Police

Interviewer Name: _____ Date: _____

Interview Questions

Each candidate will be asked to respond to the following questions. Interviewers may make any comments or remarks for the evaluation of candidate responses relevant to complete the Candidate Evaluation Form.

1. [Insert Question]?

2. [Insert Question]?

3. [Insert Question]?

4. [Insert Question]?

**Interview Package – Chief of Police
Candidate Evaluation Form**

Scoring

Candidate evaluation forms are to be completed by each interviewer (Committee member) to rank the candidate’s overall qualifications for the position to which he or she has applied. Under each heading, the interviewer should give the candidate a numerical rating and write specific job-related comments in the space provided. Scores are based on the information presented in the application as well as interview. The numerical rating system is based on the following:

5 - Exceptional 4 - Above Average 3 - Average 2 - Below Average 1 - Unsatisfactory

	Rating				
	5	4	3	2	1
Educational Background: Does the candidate have the appropriate educational qualifications, Certifications or training for this position? Comments:					
Prior Experience: Has the candidate acquired the skills or qualifications through past work experience? Comments:					
Technical Qualifications/Experience: Does the candidate have the technical skills necessary for this position? Comments:					
Verbal Communication: Did the candidate demonstrate effective communication skills during the interview? Comments:					
Candidate Enthusiasm: Did the candidate show enthusiasm for the position and the company? Comments:					
Knowledge of City: Did the candidate show evidence of having researched the City prior to the interview? Comments:					

<p>Teambuilding/Interpersonal Skills: Did the candidate demonstrate, through his or her answers, good teambuilding/interpersonal skills? Comments:</p>					
<p>Initiative: Did the candidate demonstrate, through his or her answers, a high degree of initiative? Comments:</p>					
<p>Leadership: Did the candidate demonstrate, through his or her answers, good leadership skills and experience? Comments:</p>					
<p>Customer/Public Service: Did the candidate demonstrate, through his or her answers, a high level of customer and public service skills/abilities? Comments:</p>					
<p>Overall Impression and Recommendation: Final comments and recommendations for proceeding with the candidate. Comments:</p>					

TOTAL SCORE: _____