



TOWN OF MILTON, VERMONT

Dept. of Public Safety • 43 Bombardier Road, Milton, VT 05468 • (802) 893-8025

Job Posting

Position: Chief of Police

Department: Police Department

Reports to: Director of Public Safety

Supervises: All sworn and non-sworn positions within the department

Classification: Full-time, salaried (exempt), non-represented

Salary: \$125,000 – \$140,000, depending on experience

The Position of Chief

Due to the retirement of Milton's current Chief of Police, the Town of Milton is seeking a Police Chief who is interested in cultivating healthy community relationships and strengthening the reputation of the Milton Police Department. The Chief of Police, in collaboration with the Director of Public Safety, oversees all administrative and operational functions of the Police Department, including strategic planning, budgetary management, policy development, and ensuring compliance with local, state, and federal laws.

The ideal candidate will have a proven track record of successful collaboration with municipal departments, town leadership, and community partners. This role requires a strong public presence, representing both the Town and Police Department at community events, while consistently demonstrating the department's core values in all aspects of their work.

Although this position is primarily administrative in nature, it is considered a "working position" and will at times require response to emergencies and critical incidents, as needed.

The Town

The Town of Milton is a growing rural town 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 business community with larger organizations such as Husky, Gardener's Supply, and NG Advantage, as well as Bove's, R.R. Charlebois, and Premier Coach. Smaller businesses also have opportunities to be competitive within their industry and have options for corporate office spaces as well. 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 mixture of suburban and rural lands. Farmlands and the Lake Champlain coast lie to the north and west, with a village center at its midpoint. The Town has a pre-school through grade-12 education system, with Milton High School recently receiving recognition for providing excellent education. The Police Department's emergency response is supported by the Milton Volunteer Fire Department and the Milton Rescue Department, who also provide emergency medical services to the community, 24 hours a day. All three departments work collaboratively under the direction of the Director of Public Safety.

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 17 full-time officers, including a Lieutenant and Police Chief, as well as an administrative assistant. The department has a canine and detective program, and a School Resource Officer.

Located in the Bombardier Road municipal complex, the Police Department is housed near to other municipal office spaces and public safety departments. The building contains a sally-port (bay), holding cell, offices, and storage spaces. The public entrance was recently renovated with ballistic grade construction and the locker rooms have been updated. The department presently has a \$2.4-million-dollar operating budget, which is anticipated to increase to ~\$3- million in FY26.

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 and plan for potential department expansion.

Minimum Qualifications

Ideal candidates will have a minimum of ten (10) years' experience in a full-time Vermont law enforcement agency, with at least five (5) years of supervisory or command positions. Candidates must currently be a Level III full-time certified law enforcement officer as defined by the Vermont Criminal Justice Council and 20 V.S.A., Chapter 151, as amended. Preferably, candidates will have an undergraduate degree in Criminal Justice, Public Administration, or a related field; however, appropriate law enforcement and police leadership experience can substitute for education. Please see the full job description for additional information and qualifications.

Desired Qualities and Vision

- Inclusive: Proactively engages, listens, advises, and cooperates with residents using methods that drive effective community centered policing.
- Trustworthy: Earns respect and trust with the community by 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, and the recognition that leadership starts from the top.

Compensation

The salary range for Chief of Police is \$125,000 – \$140,000 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 Plan D of the Vermont Municipal Employee Retirement System (VMERS). Town employees accrue vacation, sick leave, personal leave in accordance with policies set forth in the Administrative Code, and the Town observes twelve 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 input from a variety of personnel including law enforcement professionals, town staff, town residents, and police department members. A successful candidate will have completed at least two rounds of interviews and a full background investigation that includes a reference

check and polygraph examination. All sworn officers are subject to a one (1) year probationary period.

Potential applicants should visit <https://www.miltonvt.gov/employment-opportunities> to review a full job description and complete an online application for the Milton Police Department. The application should be completed as fully as possible; however, information on an applicant's CV/resume does not need to be duplicated on the application. All applicants should attach the following documents.

1. Letter of Intent: please take the time and space to 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

Deadline: Candidates should submit applications submitted by 5pm on February 7, 2025; however, phone screens for qualified candidates will start once applications are received. This position will remain posted, and applications will be reviewed, until an offer of employment is accepted.

- Questions regarding employment benefits can be directed to John Bartlett, Human Resources Director, by calling (802) 893-6655 or emailing jbartlett@miltonvt.gov.
- Questions regarding the position can be directed to Kyle Brouillette, Director of Public Safety, by calling (802) 752-5034 or by emailing kbrouillette@miltonvt.gov.

If further communication regarding the vacancy is necessary, it will be posted to the employment section of the town's website (www.miltonvt.gov).