

# **REQUEST FOR LETTERS OF INTEREST**

## **Police Civilian Coordinator**

### **NOTICES / INSTRUCTIONS**

#### **1.1 PURPOSE**

The Town of Southwest Ranches is issuing this Request for Letters of Interest (“RLI”) to identify a qualified individual to serve in a contracted position as the Police Civilian Coordinator (“Coordinator”), providing direct support to the Town and serving as a liaison with the Town of Davie Police Department. Core responsibilities include assisting walk-in residents with police-related concerns, coordinating police presence at Town meetings, managing fingerprinting and report requests, and supporting various public safety operations. The Coordinator will maintain regular office hours at Town Hall, provide weekly reports, and respond promptly to non-emergency inquiries. Coordinator’s business hours will align with Town’s regular open hours. A full list of responsibilities is provided in Attachment “A.”

This engagement is anticipated to result in a multi-year agreement, with an estimated annual budget of between \$50,000 and \$60,000, subject to negotiation and final approval.

##### **1.1.2 Independent Contractor Status**

The individual selected to serve as Police Civilian Coordinator shall do so as an independent contractor and not as an employee of the Town of Southwest Ranches. As such, the selected individual shall be responsible for all applicable taxes and withholdings and shall not be entitled to any benefits or rights afforded to Town employees. The respondent will be required to furnish a completed IRS Form W-9, and the Town will issue Form 1099 as applicable in accordance with federal tax regulations. The selected individual shall also be required to maintain insurance coverage in accordance with the requirements outlined in Attachment “A”.

#### **1.2 BACKGROUND**

The Town of Southwest Ranches, located in the southwestern region of Broward County, Florida, was incorporated in the year 2000 to preserve its rural lifestyle and open space character. Known for its equestrian-friendly zoning and commitment to low-density development, the Town serves a population of approximately 8,000 residents. The Town has 17 full-time and 2 part-time established positions consisting of leadership, professional, and administrative support job classifications.

The Town is under contract with the Town of Davie Police Department to provide law enforcement and public safety services.

#### **1.3 RESPONSE FORMAT**

RLI response should follow a Curriculum Vitae or resume format and contain the following for evaluation:

- Contact information, including name, mailing address, telephone number, and email address.
- A summary of relevant experience, particularly with local government or law enforcement-related support roles.
- Examples of similar work or roles previously held, especially those involving public interface, law enforcement coordination, or municipal administrative support.

- Your general assessment of the role as described, including any suggestions regarding day-to-day operations, communication protocols, or technology use to enhance service delivery.
- A brief narrative describing your recommended approach to fulfilling the responsibilities outlined in Attachment “A,” including how you would ensure responsiveness, professionalism, and effective coordination with the Town and Davie Police Department.
- Professional and personal references to be made available upon request.

#### **1.4 SUBMISSION OF INFORMATION**

Submit your electronic response via email to:

TOWN OF SOUTHWEST RANCHES –

Attn: Danielle Caban, Executive Assistant to the Town  
Administrator

[dcaban@southwestranches.org](mailto:dcaban@southwestranches.org)

#### **1.5 OUTCOME**

The Town Administrator will review all submissions and negotiate a contract (substantially similar to Attachment “A”) with the recommended contractor. The Town Administrator will make a recommendation to the Town Council for approval. The Town Council shall have final decision-making authority to award a contract, or to reject it, and as may be in the best interest of the Town.

The Town of Southwest Ranches reserves the right, at its sole discretion, to reject any and all responses and the right to not move forward with a contract or engagement based on the responses received. Additionally, no reimbursement will be made for any costs incurred in the preparation or submission of a response to this request.