



# Request for Proposals (RFP)

## **Executive Recruitment Services – Chief of Police**

Town of Winter Park, Colorado  
50 Vasquez Rd., Winter Park, CO 80482

### **1. Introduction**

The Town of Winter Park, Colorado, is seeking proposals from qualified executive recruitment firms to assist the Town in conducting a national search for its next Chief of Police.

The current Chief of Police will retire effective June 1, 2026, after more than two decades of service leading the Fraser–Winter Park Police Department. The current chief has served as the Town’s only Police Chief, providing consistent leadership since the department’s early years and helping shape a professional, community-oriented law enforcement organization.

Because of this long tenure and the stability it represents, the Town views this recruitment as a generational leadership transition and seeks a recruitment firm capable of identifying candidates who can build on the department’s strong foundation while guiding it into the future.

### **2. Community Overview**

The Town of Winter Park is located in Grand County, Colorado, approximately 70 miles west of Denver on the western slope of the Continental Divide.

Winter Park is a year-round mountain community anchored by outdoor recreation and tourism, including the internationally recognized Winter Park Resort. The town combines small-town character with access to the cultural and economic amenities of the Denver metropolitan region.

The Fraser–Winter Park Police Department provides law enforcement services to both the Town of Winter Park and the Town of Fraser, neighboring communities located along the U.S. Highway 40 corridor in the Fraser Valley.

Key characteristics of the service area include:

- Town of Winter Park population: approximately 1,200 residents
- Town of Fraser population: approximately 1,400 residents
- Peak population during busy tourism periods: can exceed 25,000 visitors and residents
- Elevation: approximately 9,000 feet
- FY 2025 Town of Winter Park budget: approximately \$38.2 million
- Municipal workforce: 49 full-time employees plus seasonal staff



### **3. Department Overview**

The Fraser–Winter Park Police Department provides law enforcement services to the communities of Winter Park and Fraser through an intergovernmental partnership that has existed for more than two decades.

The department performs a wide range of responsibilities including patrol operations, criminal investigations, emergency response, community policing, visitor services, and administrative functions.

The Chief of Police serves as the department’s highest technical, supervisory, and administrative law enforcement position and is responsible for directing all department operations and personnel. The Chief reports directly to the Winter Park Town Manager and works closely with regional law enforcement partners, elected officials, and the community.

### **4. Leadership Transition Opportunity**

The upcoming recruitment represents a rare leadership transition for the Town of Winter Park.

The current Chief of Police has served in this role for over twenty years and is the only individual to have held the position. During this time the department has developed a reputation for professionalism, community engagement, and strong interagency collaboration.

The Town is seeking a leader who will build on the department’s culture of community-oriented policing, maintain strong partnerships with neighboring agencies and regional partners, support policing strategies appropriate for a tourism-driven mountain resort community, and guide the department through evolving public safety challenges.

### **5. Purpose of the RFP**

The Town seeks proposals from qualified recruitment firms to conduct a professional national executive search for the position of Chief of Police. The selected firm will assist the Town Manager with identifying, recruiting, evaluating, and recommending highly qualified candidates for appointment.

### **6. Desired Chief of Police Leadership Profile**

The Town seeks a Chief of Police committed to community-oriented policing, strong regional partnerships, and effective leadership of a professional law enforcement organization.

Desired attributes include:

- Experience policing resort or visitor-based communities
- Collaborative leadership style
- Strong organizational leadership and personnel development



- Expertise in modern policing practices
- High integrity, sound judgment, and excellent communication skills

## **7. Sample Recruitment Timeline**

Phase 1 – Recruitment Planning (Weeks 1–2)

Initial meetings, recruitment strategy development, and position profile creation.

Phase 2 – Outreach (Weeks 3–6)

National advertising and targeted outreach.

Phase 3 – Screening (Weeks 6–8)

Application review, candidate interviews, and preliminary vetting.

Phase 4 – Candidate Presentation (Week 9)

Consultant presents recommended candidates.

Phase 5 – Finalist Interviews (Weeks 10–11)

Phase 6 – Background Investigations and Selection (Weeks 12–13)

Phase 7 – Appointment (Week 14)

Final candidate selected and announcement made.

## **8. Scope of Services**

The selected recruitment firm will be expected to provide services including recruitment planning, national outreach, candidate screening, reference checks, presentation of qualified candidates, assistance with finalist interviews, and overall recruitment management.

## **9. Proposal Submission Requirements**

Proposals must include the following:

### Firm Qualifications

- History and background of the firm
- Experience recruiting police chiefs or senior law enforcement executives
- Experience working with municipal governments
- Identification of the project manager and team members
- Relevant experience and roles

### Recruitment Approach



Provide a narrative describing recruitment strategy, candidate sourcing methods, evaluation processes, diversity outreach strategies, and confidentiality procedures.

Recent Similar Recruitments

Provide examples of at least three recent law enforcement executive recruitments with references.

Fee Schedule

Provide a complete fee schedule including professional service fees, advertising costs, travel expenses, background investigation costs, and any optional services.

Recruitment Timeline

Provide an estimated timeline for completing the recruitment.

## **10. Proposal Schedule**

- RFP Issued – 3/24/2026
- Proposals Due – 4/14/2026
- Consultant Interviews – Within one week after deadline
- Consultant Selection – Shortly thereafter
- Recruitment Launch – Immediately after contract execution

## **11. Evaluation Criteria**

Proposals will be evaluated based on:

- Experience recruiting law enforcement executives
- Understanding of municipal policing environments
- Quality of recruitment strategy
- Qualifications of assigned staff
- Cost effectiveness
- Client references

## **12. Proposal Submission**

Proposals must be submitted electronically in PDF format to:

Jon Peacock

Town Manager

Town of Winter Park

[jpeacock@wpgov.com](mailto:jpeacock@wpgov.com)

Proposals must be received no later than 4:00 pm on 4/14/2026.

## **13. General Conditions**

The Town of Winter Park reserves the right to reject any or all proposals, request additional information from proposers, interview selected firms, and negotiate scope or pricing prior to contract award.