

**Gerald Butler**

Lake City, FL

Master's in Business Leadership

Meets all qualifications

Experience as Chief of Police

Administrative Experience

Experience working with City Council

Experience with COLC residents

Budget experience

Employee Management

Familiar with current COLC Policies

Gerald Butler

Lake City, FL

Gerald V. Butler Jr.

January 31, 2024

Good Day,

  
gbjerry@comcast.net

The position of City Manager for the City of Lake City, as outlined in your job posting, matches my career interests and is strongly compatible with my skills and experience.

As the Chief of Police for the City of Lake City Police Department, I have considerable experience in directing the full spectrum of both the operational and administrative aspects of a law enforcement agency. The Lake City Police Department is fully accredited through the Commission for Florida Law Enforcement Accreditation, Inc. with an annual operating budget of over \$6.5 million.

Specifically, I have;

- Overseen the administration and operations of the entire Lake City Police Department, as both the Assistant Chief of Police and later as the Chief of Police. This has included the use of community-based policing to help bridge the gap which exists between law enforcement agencies and the communities we serve. These positions have allowed me to interact with many local, county, state and federal agencies on many occasions and has permitted me to learn their best practices and use this knowledge to help improve the effectiveness of the Lake City Police Department.
- Administratively, my current position requires knowledge and management of the budgeting process along with assessing and recommending new technologies. This position also requires a close working relationship with the City Manager and City Council and to work directly with the other departments within the City.
- I am the project manager for the City of Lake City's consolidated communications center project with the County.

Additional accomplishments are listed in the enclosed resume.

My academic accomplishments include a Master's Degree in Leadership with Honors. I am a graduate of the F.B.I. National Academy and the Police Executive Research Forum's Senior Management Institute for Police.

Sincerely yours,  
Gerald V. Butler Jr.

Published on *City of Lake City, FL* (<https://www.lcfla.com>)

[Home](#) > [Application for General Employment](#) > [Webform results](#) > Application for General Employment

### Submission information

Form: [Employment Application](#) (1)  
Submitted by Visitor (not verified)  
Wed, 01/31/2024 - 10:46am  
50.203.227.126

**Today's Date** Wed, 01/31/2024

**Are you applying for a position within the Police Department?** No

**Which position are you applying for?** City Manager

**Are you over the age of 18?** Yes

**Are you eligible to work in the United States?** Yes

**Have you read the full job postings for the position in which you are applying?** Yes

**Are there any duties you are unable to perform?** No

**Are there any days or hours you are unable to work?** No

**Are you able to travel, if required?** Yes

**Expected Salary (annual):** \$ 150,000

**Have you ever been employed by the City of Lake City or Lake City Police Department?** Yes

**If YES, Give dates and positions held:** Assistant Chief of Police 2014-2022  
Chief of Police 2022-Present

**Do you have any relatives currently employed by the City of Lake City or Lake City Police Department?** No

**Why are you interested in working for the City of Lake City?** As the Chief of Police for Lake City, I have seen the growth in Lake City over the last 10 years and I believe as the City Manager I can be a positive influence on this continued growth. During my career with the City of Lake City, I have proven myself to be a reliable and dedicated individual, my experience makes me uniquely qualified for the position of City Manager for Lake City.

## Applicant Information + Driver's History

### Applicant Information

**Full Name:**

Gerald V. Butler Jr.

**Social Security Number**

**Current Address**

[REDACTED]  
**City, State Zipcode**  
[REDACTED]

**Home phone number**  
[REDACTED]

**Cell phone number**

**Email address**  
gbjerry@comcast.net

### Driver's History

**Can you operate a motor vehicle?** Yes

**Do you possess a valid Florida driver's license?** Yes

**Have you ever possessed a driver's license or CDL of any kind from any other state?** Yes

**If YES, give state:** CT

**Have you ever had your driver's license SUSPENDED or REVOKED?** No

**List all traffic citations and crashes in the last five (5) years:** NA

## **Criminal History**

### Criminal History

**Have you ever been convicted of, or pled guilty, no contest, or nolo contendere to a crime?**  
No

**Have you ever been a defendant in a civil action for intentional tort (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)?** No

**Have you ever been charged with a crime and either placed on court-ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now?** No

**If you answered YES to any of the above, please fully explain below:**

## **Education**

### Education

Depending on the position sought, you may be required to provide a copy of your high school or college transcripts, degrees, and/or professional registration.

**Do you currently have a high school diploma?** Yes

## High School Information

**Name of School**

Amity Regional

**City and State**

Woodbridge CT

**Date Graduated**

06/1981

## College or Technical School 1

**Name of School**

Albertus Magnus College

**City and State**

Hamden, Ct

**Years attended**

2

**Major**

Leadership

**Degree obtained**

Master of Arts

## College or Technical School 2

**Name of School**

Charter Oak State College

**City and State**

New Britian, CT

**Years attended**

2

**Major**

Individualized Studies

**Degree obtained**

Bachelor of Science

**Certificates or additional training completed:**

Associate of Science, Business Administration: General. Housatonic Community College, Bridgeport CT

Federal Bureau of Investigations National Academy, Quantico VA, 230th Session, 2007.

Police Executive Research Forum, Senior Managment Institute for Police, Boston MA, 52nd Session, 2012.

## Work History

**Work History.**

Please give the complete name and address of all employers, including military employment. Please describe the major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment. Please contact HR if you need to add additional employers to your application.

Employer 1 (Current or most recent)

**Name of Company**

Lake City Police Department

**Street Address**

225 NW Main Blvd

**City, State, Zip**

Lake City, FL 32055

**Phone Number**

3867585438

**Dates Employed**

2014- Present

**Supervisor's Name**

Demetrius Johnson

**Pay Rate**

\$109,000

**Brief Description of Duties**

Chief of Police

**Reason for Leaving**

NA

Employer 2

**Name of Company**

Milford Ct Police Department

**Street Address**

430 Boston Post Road

**City, State, Zip**

Milford, CT, 06461

**Phone Number**

203-878-6551

**Dates Employed**

1985-2014

**Supervisor's Name**

Keith Mello

**Pay Rate**

\$89,000

**Brief Description of Duties**

Deputy Chief of Police.

**Reason for Leaving**

Retired

Employer 3

**Name of Company**

**Street Address**

**City, State, Zip**

**Phone Number**

**Dates Employed**

**Supervisor's Name**

**Pay Rate**

**Brief Description of Duties**

**Reason for Leaving**

**Neighborhood Survey.**

Please list three (3) of your closest neighbors where you now reside, preferably ones on each side of you and behind you. If for some reason this is not practical, such as you live in a rural area or don't have close neighbors, list the nearest ones and list and explanation below.

Neighbor 1

**Full Name**

**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Occupation**

**Business Address**

**Business Phone**

Neighbor 2

**Full Name**



**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Occupation**

**Business Address**

**Business Phone**

Neighbor 3

**Full Name**

**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Occupation**

**Business Address**

**Business Phone**

**Additional Comments**

**Personal References**

Reference 1

**Full Name**

**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Business Address**

**Occupation**

**Business Phone**

Reference 2

**Full Name**

**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Occupation**

**Business Address**

**Business Phone**

Reference 3

**Full Name**

**Nickname**

**Address**

**City, State Zip**

**Home Phone**

**Cell Phone**

**Business Address**

**Business Phone**

**Occupation**

**Veteran Information**

**Have you ever served in the Armed Forces?**

No

**FRS Information**

**Florida Retirement System (FRS) - Certification form**

This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions

**Have you ever been a member of a State of Florida administered retirement plan?**

No

### **Section I**

I have never been a member of a State of Florida administered retirement plan

**Signature (By typing your name here you are electronically signing this form.)**

Gerald V. Butler Jr.

## **Documents**

### **Document upload**

Please upload any documents here. Documents must be submitted as either .rtf, .doc, .docx, or .pdf  
Items noted with a \* are required.

#### **Resume**

gerald\_butler\_resume.docx [2]

#### **High School Diploma**

#### **Driver's License**

#### **Birth Certificate**

#### **College Degrees/Transcripts**

albertus\_masters\_diploma.pdf [3]

#### **Other Certificates**

gerald\_butler\_cover\_letter.docx [4]

#### **DD214**

## **EEO**

### **EEO Self-Identification Form**

Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group.

**\*\*Completion of this form is strictly voluntary\*\***

**Do you wish to self identify?**

Yes

**Race/National Origin: (Definitions from EEOC Form 221)**

White (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Sex**

Male

**Individual with Disabilities?**

No

**Special Disabled Veteran?**

No

**Vietnam Era Veteran?**

No

**Other Eligible Veteran?**

No

**How did you learn of the job opening?**

Current or Former Employee

According to 41 CFR 60-41.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.

According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:

(1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.

**Individual with disabilities:** Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of disability(s).

**Special Disabled Veteran:** Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

**Veteran of the Vietnam Era:** Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from there with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

**Other Eligible Veteran:** Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, or service medal, or an expeditionary medal has been awarded.

# Record Check

## Record Check Authorization

Please Read Carefully Before Signing.

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.

2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.

3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

**By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items.**

Gerald V. Butler Jr.

**Today's Date**

Wed, 01/31/2024

## Certificate of Applicant

### Certificate of Applicant

I hereby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release

the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active until position applied for is filled.

**By typing your name here you are electronically signing this application:**

Gerald V. Butler Jr.

**Today's Date**

Wed, 01/31/2024

**Source URL:**<https://www.lcfla.com/node/6533/submission/16890>

**Links**

[1] <https://www.lcfla.com/hr/webform/employment-application> [2]

[https://www.lcfla.com/system/files/webform/gerald\\_butler\\_resume.docx](https://www.lcfla.com/system/files/webform/gerald_butler_resume.docx) [3]

[https://www.lcfla.com/system/files/webform/albertus\\_masters\\_diploma.pdf](https://www.lcfla.com/system/files/webform/albertus_masters_diploma.pdf) [4]

[https://www.lcfla.com/system/files/webform/gerald\\_butler\\_cover\\_letter.docx](https://www.lcfla.com/system/files/webform/gerald_butler_cover_letter.docx)

# **GERALD V. BUTLER JR.**

GBJerry@comcast.net

## **Professional Experience:**

### **City of Lake City FL Police Department**

**Chief of Police, March, 2022 – Present**

**Assistant Chief of Police, March 2014-March 2022**

Have performed as both the Assistant Police Chief and the Chief of Police for the City of Lake City Police Department. Responsibilities have included management of day to day activities and administrative management of sixty-seven (67) employees with an annual operating budget of over \$6.2 million.

Have planned, organized and directed all activities of the Lake City Police Department. Prepares goals and approves all policies for the police department. Duties include the identification of law enforcement problems of the City; develop effective solutions and adjusts departmental strategies to meet new situations and to improve existing operations. I am responsible for the control of expenditures of departmental appropriations and prepares the department's annual budget request. I plan and evaluate the training required for a modern police force. I attend, conduct, and address meetings at public gatherings to explain the activities and functions of the police department and to establish favorable public relations. An example of this is our "Breakfast with the Chief" program. I also perform administrative functions including the selection, hiring, promotions, termination and other disciplinary actions in conjunction with the City Manager and the City Human Resource Director. Proven track record of working successfully and being responsive to the citizens of Lake City, City of Lake City Council members, the City Manager and other Department Heads, along with representatives of Columbia County Florida in addition to State and Federal partners.

### **Milford Ct Police Department**

**Deputy Chief of Police, July 2011-March 2014**

Have performed as both the Chief Administrative and Chief Operations Officer for the Milford Police Department. Responsibilities have included management of day to day activities and administrative management of one hundred forty-two (142) employees (116 sworn personnel) with an annual operating budget of over \$11 million.

Duties include strategic planning, managing Human Resources function, policy formulation, assisting in budget preparation, payroll and auditing of accounts. Management of the Training Unit (In-service training, Citizen Police Academy, POSTC certified satellite recruit training academy), Internal Affairs/Professional Standards Unit, pre-employment backgrounds, Crime Prevention Unit, IT

systems, the Press Information Officer, Traffic Squad, Records Division and Freedom of Information Requests. Duties can also include management of the Detective Division (Identification Unit, General Investigations Unit, Tactical Squad, Special Investigations Unit and Computer Crime Unit). Patrol Division (Community Relations, Communications, Patrol shifts), Special Services (Regional Special Response Team, Marine Unit, Scuba Team, Robot Unit). During the Police Chief's absence, when tasked, I am responsible for all Department operations.

Demonstrated modern leadership abilities which assisted in guiding the Milford Police Department into the 21st Century in such critical areas as; technological advances, community relations, customer service, commitment, accountability, and professionalism. I am Project Coordinator of the Department's \$3.5 million Public Safety Radio System replacement/combined Fire/Police PSAP dispatch project and chairman of the Building Needs Assessment Committee.

Successfully led multiple documented critical incidents/situations and time sensitive challenges requiring immediate action and positive results.

Utilized various leadership skill styles in the development and improvement of staff personnel within the Agency, the styles used were based on the needs of the individuals. This was achieved through inspiration, empathy, attunement, informal leadership, coaching, mentoring and encouragement of the employee's value to self and organization in order to prepare these staff personnel for greater leadership roles within the organization in coordination with the Chief of Police. Proven success in the management of Human Resources, which includes; health and safety issues, hiring, backgrounds, testing, evaluations, training, employee labor/union relations and disciplinary issues while reporting to the Chief of Police.

Experience and success working in a unified command structure during critical incidents and training exercises involving multiple emergency service partners. Demonstrated success in the preparation of the Department's budget that consists of personnel services, employee fringe benefits, vehicle and equipment upkeep, operational expenses, training requirements and capital outlays. Also involved in revenue and expenditure projections reports, the capital improvement budget and I assist with the Department's extensive Annual Report.

- **Detective Division Captain: 2007 to 2011**

Responsible for the leadership of the General Investigations Unit, Tactical Squad, Special Investigations Unit, Computer Crime Unit, Identification/Forensic Unit and Court Liaison Officer.

Responsibilities include: Coordination of Detective Division investigations, Budgeting, Civil Investigations, Asset Forfeiture, auditing of Tactical Squad expense account, the overseeing of Confidential Informant files/Registration and the coordination of investigations with Federal, State and Local law enforcement agencies when necessary. Also, a member of the Milford Multidisciplinary Team (MDT), Police Facility Feasibility Study Committee, Department Radio System Committee and Citizen Police Academy Instructor.



- **Administrative Division Captain: 2004-2007**  
 Responsible for the Administrative Division: Records Unit, Traffic Unit, Fleet Maintenance, Evidence Room, License Unit, Internal Affairs Unit, Geographic Information Systems (GIS) Unit, oversaw Department CAD/RMS Mainframe and servers, Worker's Compensation Liaison to City.  
 Responsibilities include: Computer/Information Security officer, Safety Committee Chair, Computer/Technology Committee Chair, Local Area Network (LAN), AS400 Mainframe, Budget Preparation, Traffic/Planning and Zoning Studies, Recruit Testing, Departmental Promotional Examination process, Freedom of Information officer, Internal Affairs/Civilian Complaint investigations, payroll and auditing of accounts.
- **Administrative Division Lieutenant: 2002-2004**  
 Responsible for the day to day operations of the Administrative Division: Records Unit, Traffic Unit, Fleet Maintenance Officer, Evidence Room, License Unit, Geographic Information Systems (GIS) Unit, Collect/NCIC Liaison to State.  
 Responsibilities include: Budget and Payroll preparation, Private Duty Invoicing and Collection, Crime Statistics Reporting, Automatic Vehicle Locator (AVL) system, Mobile Data Computers (MDC) and related servers, Maintaining Local Area Network (LAN)/workstations.
- **Patrol Division Lieutenant (Shift Commander): 1998-2002**  
 Supervisor/Shift Commanding Officer of a Patrol Shift, along with Shift supervisory staff and Communication Room personnel, Jail/booking personnel and care of prisoners.
- **Patrol Sergeant: 1996-1998**  
 Supervision of Patrol Shift.
- **Patrol Officer: 1985-1996**  
 Patrol Duties, Relief assignments in Detective Division including General Investigations and Youth Bureau.

## **Education:**

- **Master of Arts in Leadership, with Honors**  
 Albertus Magnus College, New Haven, Connecticut, 2011
- **Bachelor of Science, Individualized Studies**  
 Charter Oak State College, New Britain, Connecticut, 2008
- **Associate in Science, Business Administration: General**  
 Housatonic Community College, Bridgeport, Connecticut, 2007
- **Federal Bureau of Investigation National Academy Graduate**, Department of Justice, Quantico, Virginia. Courses taken: Contemporary Issues in Police and

Media Relations, Interpersonal Communications for the Law Enforcement Executive, Fitness in Law Enforcement, Public Speaking, Computer Crimes for Police Supervisors, Labor Law Issues for Law Enforcement Administrators, 230th Session, July 7, 2007 to September 14, 2007.

- **Police Executive Research Forum, Senior Management Institute for Police,** Boston University Campus, Boston, MA. 52nd Session, July 2012

**Awards and Honors:**

- City of Lake City, Supervisor of the Year Award, 2017
- Letters of Appreciation from Multiple Agencies and Citizens.
- Albertus Magnus College, Leadership Excellence Award, May 2011
- Certificate of Academic Accomplishment in Business Administration: General, Housatonic Community College, May 2007.
- Deans List, Housatonic Community College.

**Professional Affiliations:**

- FBI National Academy Association
- Police Executive Research Forum

# ALBERTUS MAGNUS COLLEGE

UPON THE RECOMMENDATION OF THE FACULTY AND BY THE  
AUTHORITY OF THE BOARD OF TRUSTEES  
HAS CONFERRED UPON

GERALD V. BUTLER JR.

THE DEGREE OF

MASTER OF ARTS IN LEADERSHIP

WITH HONORS

IN THE TAGLIATELA SCHOOL OF BUSINESS AND LEADERSHIP

WITH ALL ITS RIGHTS AND PRIVILEGES, GIVEN AT NEW HAVEN, CONNECTICUT  
THIS FIFTEENTH DAY OF MAY TWO THOUSAND ELEVEN

  
PROVOST, VICE PRESIDENT FOR ACADEMIC AFFAIRS



  
PRESIDENT