

## Executive Recruitment for

### VERNON HILLS, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for **Chief of Police** for the **Village of Vernon Hills, Illinois**. This brochure provides background information on the Village of Vernon Hills and on the Vernon Hills Police Department. Interested professionals may submit a resume, cover letter and contact information for 5 professional references by February 28, 2017 to consultants Joe De Lopez and Lee McCann at: [www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment) Contact Joe De Lopez or Lee McCann at 847-380-3240 or email any questions about this position. Thank you for your interest in this excellent opportunity!

**Joe DeLopez, Vice President**  
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### CHIEF OF POLICE



### PROFESSIONAL ANNOUNCEMENT

The Village of Vernon Hills, Illinois, resident population of +26,000, seeks experienced police leaders as applicants to serve as this community's next Chief of Police. The incumbent is retiring after 40 years of police service, 17 years as the agency's Chief of Police. Vernon Hills is located in south central Lake County approximately 30 miles from Chicago's O'Hare International Airport. Vernon Hills includes a wide range of housing, excellent schools, and is the area's retail center. Vernon Hills has a total area of about 8 square miles and over 25 parks, lakes and recreational facilities operated by the Vernon Hills Park District. The Village is a regional shopping destination with nearly 3.6 million square feet of retail space including Hawthorn Mall and a variety of national retail and commercial establishments situated on both Illinois Routes 60 and 21 which attract a significant number of employees and other visitors to the community. The Vernon Hills Police Department is staffed by 43 sworn police officers and 27 non-sworn staff. Officers/sergeants and telecommunicators are represented by two Fraternal Order of Police collective bargaining units. The Department operates with Countryside Fire Protection District a regional E911 communications center that provides police and fire dispatching services to three (3) police departments, one (1) fire department and two (2) fire protection districts.



The Village is seeking an innovative and collaborative professional with proven managerial, strong interpersonal and customer service skills. Successful candidates must have an outgoing personality and be approachable and accessible to residents, business and governmental leaders. The next Chief of Police must be open and available to all Police Department staff and Village employees, welcoming of and encouraging diversity within both the department and the community. Candidates must be committed to training, professional development and community engagement. Labor relations experience and a history of successful partnerships with Fire Departments/Districts and other municipal departments are required.

Successful candidates will have sufficient experience to review organizational structure, staffing, and personnel

assignments, working with the Village Manager and Village Board, and to make changes when appropriate, to insure departmental capability to carry out its mission and responsibilities in an exemplary manner.

The Chief of Police must be experienced in addressing internal organizational and personnel issues present in most police agencies as well as have demonstrated ability in addressing these problems in a positive, professional, timely and impartial manner.

The Chief of Police is expected to be strategic thinker, anticipating issues or trends and must be open to new approaches and technologies while also thinking beyond the walls of the Police Department, understanding the needs of the Village as a whole and of the region's public safety community.

The Chief of Police is expected to have excellent financial management skills and a clear understanding of resource limitations while avoiding micro-management. The next Chief will possess well-developed writing and public speaking skills and the utmost integrity.

Successful candidates will possess a bachelor degree in criminal justice or related fields. A master's degree is highly desired. Leadership training such as the F.B.I. National Academy, Northwestern University's School of Police Staff and Command, Southern Police Institute or similar programs is highly desirable. The annual salary range for this position is \$141,624-\$156,529. The Village of Vernon Hills also offers an attractive benefits package.

Interested professionals may submit a resume, cover letter and contact information for 5 professional references by February 28, 2017 to consultants Joe De Lopez and Lee McCann at:

[www.govhrusa.com/current-positions/recruitment](http://www.govhrusa.com/current-positions/recruitment)

**Electronic submissions are required.** Telephone inquiries: GovHR USA (847) 380-3240

**VERNON HILLS IS AN EQUAL OPPORTUNITY  
EMPLOYER**

## COMMUNITY BACKGROUND

The Village of Vernon Hills, IL, incorporated in 1958 and encompassing 7.7 square miles, is located in central Lake County approximately 35 miles north of downtown Chicago. The Village is located near Interstate 94 (Chicago-Milwaukee Tollway), which allows easy access to Chicago's O'Hare International Airport, Milwaukee's Mitchell Airport and downtown Chicago. The Village has experienced significant growth in the past five years in both retail and residential markets and is a major center of employment and commerce. According to the 2010 Census, the Village of Vernon Hills' population reached 25,113 residents, qualifying it as a Home Rule statutory authority under the Illinois Constitution.



The Village provides a diverse but limited array of services. Its major functions are police services, construction and maintenance of Village streets, storm water management facilities and related infrastructure, building and facility maintenance, commercial and residential construction review and inspection, development review, and general administrative services. The Village's Communications Center utilizes both telecommunicators employed by the Village of Vernon Hills Police Department and the telecommunicators employed by Countryside Fire Protection District, to provide services to each of our jurisdictions as well as Village of Libertyville, Village of Lincolnshire and Knollwood Fire Department. The Village actively works on development and redevelopment strategies such as the use of sales tax rebates, and has established two Tax Increment Districts. The Village also operates a cable studio, and owns and maintains a Metra train station.

An outstanding feature of the Village is the Village owned nine-hole golf course, which is operated by Kemper Sports. It also owns an eighteen-hole golf course, which was built by Plote Construction and is leased and operated by White Deer Run, LLC through 2024. The Village provides community events including concerts and

festivals at its Arbor theater and local parks. It also owns the Vernon Hills Athletic Complex, which is managed jointly with the Vernon Hills Park District. The Park District also provides many recreational services for Village residents. Complimentary recreational services are provided by the Lake County Forest Preserve District, which provides forested scenic areas, and bike trails adjacent to the Village limits. Water and sanitary sewer services are provided by Lake County. Fire protection for most of the Vernon Hills area is provided by Countryside Fire Protection District, while the remainder is serviced by the Lincolnshire-Riverwoods Fire Protection District. The Village is served by two library districts, two townships, four elementary school districts, and three high school districts.

The combination of good transportation and demographics, which include a wealthy and well-educated population, along with effective planning, has made Vernon Hills one of the most desirable areas of development in the Chicago metropolitan area. Vernon Hills is increasingly becoming a major employment center, as well as a major center of retail shopping in Lake County. The Village's retail base includes a large regional shopping mall, eight (8) shopping centers, and numerous freestanding retailers. Several corporations are headquartered in Vernon Hills and other major employers are situated in approximately 1,000 acres of office parks that are conveniently located adjacent to major roadways.



## THE VERNON HILLS POLICE DEPARTMENT

In 1965, the Vernon Hills Police Department consisted of a group of Village Trustees serving as Deputies. By 1978, it had become a force of fifteen full-time officers and in 2014, the Vernon Hills Police Department consisted of an experienced, well-trained and dedicated group of seventy-four men and women who strive to provide the highest level of service possible to the community they serve. Today, the Department is staffed by 43 sworn Officers and 31 civilian employees.

The Police Department had adopted the following mission statement to demonstrate its commitment to serving, protecting and being responsive to the needs of the Village community.

**“The mission of the Vernon Hills Police Department is to consistently seek and find ways to affirmatively promote, preserve and deliver a feeling of security, safety and quality services to members of our community.”**

The VHPD is organized in two major Divisions, Operations and Support Services. Each of these Divisions is commanded by a Deputy Chief reporting to the Chief of Police.

## OPERATIONS DIVISION

### Patrol Section

The Patrol Section of the Vernon Hills Police Department represents the largest section of the agency, and is the core of the Operations Division. The Patrol Section is the first to respond to emergency and non-emergency incidents. During 2015, the Department responded to 24,861 total calls for service.

Patrol Officers on the Vernon Hills Police Department work 12 hour shifts, either from 6 a.m. to 6 p.m., or 6 p.m. to 6 a.m. Each shift works as a team, sharing the same work schedule. Two teams are assigned to each 24-hour period. Additionally, there are officers who are permanently assigned to the 10 a.m. - 10 p.m. time slot as well as officers who are assigned to a 2 p.m. - 2 a.m. time slot. These officers supplement the regular teams during the busiest times of the day.

### Investigations Section

The Investigations Section plays an extremely significant role in the Department's efforts to detect and apprehend offenders who commit crimes in Vernon Hills. The Investigations Section is responsible for the follow-up investigations of crimes and the implementation of a variety of proactive measures to reduce and stop crime. The Investigations Section consists of an Investigations Commander and seven additional officers who function as non-uniformed investigators in various ways. Three of the investigators perform most of the follow-up investigations. Two serve as School Resource Officers (SROs - one is assigned full-time to the Vernon Hills High School and the other to the Hawthorn School District). Finally, two investigators function primarily as tactical officers. The tactical officers conduct proactive operations (sometimes undercover) and are also available to assist the Patrol Section when necessary.



## SUPPORT SERVICES DIVISION

### Communications Section

The Communications Section serves as the public safety answering point for all Vernon Hills Police and Emergency Medical Service calls. Since 2007, the Countryside Fire Protection District and the Vernon Hills Police Department have operated a "combined" police/fire dispatch center and together they interact with citizens when taking calls for service by phone or in person at the Police Station. In August of 2012, the Libertyville Police Department joined this combined dispatch center. In 2013, Lincolnshire Police also joined the center.

This Section receives incoming emergency and non-emergency calls for service from citizens; providing pre-arrival medical instructions to the citizens until the appropriate agencies arrive at the scene; ensuring that citizens receive public safety services by dispatching the appropriate fire, police, and emergency medical service in the most expeditious manner.

The Communications Section is staffed by a Communications Supervisor, a Deputy Communications Supervisor, 12 Telecommunicators, 3 Part-time Telecommunicators, and one CAD/IT Coordinator.

### Records Section

The Records Section is staffed by two full-time civilian employees and one part-time civilian employee. The Records Section manages all police documents, including the coordination, development, distribution, and retention of all police reports, as well as processing all citations and warrants. The Records Section also manages evidence and recovered property for the Police Department.

Requests for police reports are made through this Section, including copies of vehicle accident reports and reports documenting lost or stolen property. Parking citation payments are also made to the Records Section.

## Crime Prevention Unit

The Crime Prevention Unit (CPU) is the primary section for the Department's community relations and community education activities. Since June of 2013 the CPU has been staffed part-time by a retired police officer who had previous training and experience in the position. This individual serves as coordinator of events such as National Night Out, the Citizen's Police Academy, the Law Enforcement Exhibition and other community events. This position also serves as the Department's Public Information Officer.



## CANDIDATE QUALIFICATIONS AND TRAITS

### Education and Experience (Not in order of importance)

- Possess a Bachelor's Degree in Criminal Justice or a related field of study from an accredited college or university. A Master's Degree is highly desirable.
- Successful candidates must have the experience necessary to review the organizational structure, staffing and personnel assignments and make changes when appropriate to ensure departmental capability to carry out its mission and responsibilities in an exemplary manner.
- Should have advanced leadership schooling such as Northwestern University School of Police Staff and Command, F.B.I. National Academy, Southern Police Institute, or similar police leadership training and education.
- Experience in the administration of labor agreements, personnel attrition and succession planning and preparation.

- Should have a thorough knowledge and understanding of the Illinois Compiled Statutes.
- Should be capable of providing leadership, managerial and technical assistance to the members of the VHPD.
- Must be an Illinois Law Enforcement Training and Standards Board Certified Police Officer or able to become certified in Illinois within a reasonable time.
- Must possess, or be able to obtain, a valid Illinois driver's license.
- Knowledge of budgetary and procurement procedures.
- Ability to communicate orally and in writing with residents, businesses, elected officials and representatives from other taxing bodies, community customers and stakeholders.
- Ability to supervise, coordinate and communicate orally and in writing with a professional and technical staff.



### Management and Leadership Style (Not listed in order of importance)

- Have complete personal and professional integrity, inspiring the confidence of Department members, elected and appointed officials as well as the public.
- Be a person who is positively recognized in her/his profession.
- Be easily accessible and approachable to members of the Police Department; demonstrate flexibility, when appropriate, in the application of principles that guide the organization.

- Be accessible to residents and business leaders; provide timely responses to questions or inquiries without delegating to command staff. Be willing to let the community dialogue with and hear from the “Chief”.
- Be highly visible in the community and attend or participate in community events.
- Have the maturity and self-confidence to firmly and diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration, while also being committed to carrying out final decisions in a timely, professional, and impartial manner.
- Develop and maintain a professional relationship with the Village management team that fosters open and effective communication and a cooperative approach to serving the community.
- Be accessible to other department heads and staff members.
- Be an articulate and effective communicator, both orally and in writing; be thoroughly knowledgeable of Department matters at all times.
- Have a team management orientation, demonstrating a willingness to let subordinates do their jobs and not micromanage the Department.
- Show a willingness and the ability to work with other public safety partners in an effective, harmonious manner.
- Have an open, friendly personality and management style and be one who can establish trust quickly with others.
- Maintain a calm demeanor during times of stress, providing thoughtful guidance to employees, other department managers and elected officials.
- Provide timely communications to the Village Manager and elected officials to avoid or address problems.
- Regularly demonstrate good listening skills and a willingness to work out challenges in a collegial, respectful manner.
- Be comfortable in serving a community that expects a high level of services and responsiveness on the part of municipal staff and employees.
- Be a pro-active leader who anticipates trends or issues that affect the safety and quality of life in Vernon Hills and address them before they become serious.
- Be open to new approaches and technologies.
- Encourage and welcome diversity in the Department and in the community.
- Be a creative yet fiscally prudent problem solver who sees the “big picture” for the Department and the Village. Think beyond the “walls” of the Police Department.
- Demonstrate a commitment to professional growth and development of the Command Staff and future leaders within the Department.
- Find ways to say yes.
- Demonstrate a strong desire for the position of Chief of Police.

