

Executive Recruitment for

NORTHBROOK, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for **Chief of Police** for the **Village of Northbrook, Illinois**. This brochure provides background information on the Village of Northbrook and on the Northbrook Police Department. Contact **Joe De Lopez** or **Kathleen Rush** at **847-380-3240** or apply at www.govhrusa.com/current-positions/recruitment Electronic submissions are required. Thank you for your interest in this excellent opportunity!

Joe DeLopez, Vice President
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Formal Applications should be submitted to:
www.govhrusa.com/current-positions/recruitment



CHIEF OF POLICE



PROFESSIONAL ANNOUNCEMENT

CHIEF OF POLICE NORTHBROOK, ILLINOIS GovHR USA is pleased to announce that Northbrook, Illinois, resident population of +33,000, seeks experienced police leaders to serve as this community's next Chief of Police. The incumbent is retiring after 45 years of police service, 12 years as the agency's Chief of Police. This well-resourced community is located in northeastern Cook County approximately 25 miles from downtown Chicago. Northbrook includes a wide range of housing, excellent schools, and is the area's retail center, being home to the upscale Northbrook Court shopping center. Northbrook has a total area of about 13 square miles and is an outstanding place to live, work and play. The Northbrook Park District maintains 22 park areas, comprised of community parks, neighborhood parks, play lots and passive parks. There are many unique and premier facilities located in Northbrook which is a hub for regional sports aficionados.



The Northbrook Police Department is currently staffed by 66 full-time Sworn Police Personnel, 26 full-time Non-Sworn Civilian Personnel and 30 Part-Time Non-Sworn Personnel. The Department's FY 2018 Budget is \$14.68 M. Police Officers and Dispatchers are represented by an independent union, while Sergeants are represented by the Combined Counties Police Association. The Village of Northbrook has a Council-Manager form of government. The Chief of Police is hired by, and reports to, the Village Manager.

The Ideal Candidate

The Village is seeking an innovative and collaborative professional with proven managerial experience, strong interpersonal and customer service skills.

The ideal professional background and qualifications for the Chief of Police position include:

- Will have progressively responsible leadership experience in a comparable law enforcement agency, preferably at the level of Deputy Chief or equivalent.
- Must have an outgoing personality and be approachable and accessible to residents, business and governmental leaders.
- 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.

- Must be committed to training, professional development and community engagement, as well as embracing the benefits and techniques of community policing.
- Will have labor relations experience.
- Will be knowledgeable, experienced and adept at media relations.
- Must be experienced and supportive of the use of social media as an opportunity to engage Police Department stakeholders and promote the mission and goals of the Department.
- Should have a history of intergovernmental cooperation and relationship building.
- Must be knowledgeable of current best practices and policies in policing.
- Will have sufficient experience to review organizational structure, staffing, and personnel assignments and make changes when appropriate, to insure departmental capability to carry out its mission and responsibilities.
- 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.
- 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.
- Is expected to have excellent financial management skills, knowledge of capital planning and project management and a clear understanding of resource limitations while avoiding micromangement.
- Will possess well-developed writing and public speaking skills.
- Will have an excellent reputation and demonstrate a high level of integrity.

Successful candidates will possess a bachelor's degree in criminal justice or related fields. A master's degree is strongly preferred. Advanced leadership training such as the F.B.I. National Academy, Northwestern University's School of Police Staff and Command, Southern Police Institute, Senior Management Institute for Police or similar programs is highly desirable. The annual salary for this position is \$150,000 +/- dependent upon qualifications. The Village of Northbrook offers an attractive benefits package. Residency is not required.

Interested professionals may submit a resume, cover letter and contact information for 5 professional references by September 15, 2017 to consultants Joe De Lopez and Kathleen Rush at: www.govhrusa.com/current-positions/recruitment

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

NORTHBROOK IS AN EQUAL OPPORTUNITY EMPLOYER



COMMUNITY BACKGROUND

Northbrook is one of the most vibrant communities on Chicago's North Shore and an ideal place to live, work, shop and play. The Village is graced with a diverse business community, top-rated schools, outstanding recreational facilities and civic-minded residents who work tirelessly to bring together world-class amenities while maintaining the area's small-town charm. Located just 24 miles north of downtown Chicago between the Edens Expressway (I-94) and the Tri-State Tollway (I-294) provides excellent access to most locations in Chicagoland.

History

Northbrook was incorporated in 1901 as Shermerville. The Village changed its name to Northbrook in 1923 reflecting the location of the West fork of the North Branch of the Chicago River which runs through the village. As a farming community, it was incorporated with 311 residents and 60 houses. It thrived with well-established brick yards which prospered during the rebuilding that followed the Great Chicago Fire in October 1871. After World War II, the population of the Village rapidly increased growing from 3,319 in 1950 to 30,735 in 1980.

Residential Development, Transportation and Industry

Northbrook has a wide variety of residential housing available. Single-family detached homes are the single most common housing type in Northbrook, accounting for 71.54% of the village's housing units. These three and four bedroom homes are considered to be excellent family homes and the majority of them were constructed from 1940 to 1969. There are large apartment complexes or high rise apartments (15.49%), row houses and other attached homes (11.29%), and a few small apartments or other duplexes available. In 2016, 210 new units were constructed. Similar to its neighboring communities of Highland Park, Glenview, Glencoe and Deerfield, the community has extremely strong housing values and is considered one of the premier communities in the north suburbs. There is strong employment diversification and unusual personal wealth among residents.

Convenient transportation is one of Northbrook's most notable attributes. The community has immediate access to the Tri-state tollway (I-294) and the Edens expressway (I-94). O'Hare International Airport is 17 miles southwest of the Village. Businesses seek out the community for its convenience and proximity to both Chicago and O'Hare as well as its relatively low property tax rate.

Northbrook is connected to downtown Chicago by Metra's Milwaukee District/North Line, with a Northbrook station on Shermer Road.

The corporate headquarters of Underwriters Laboratories, and Crate & Barrel are located in Northbrook. More than 700 manufacturing, light industrial and service-related businesses are clustered in Northbrook's Sky Harbor Industrial Park and a strong retail community is anchored by Northbrook Court, the North Shore's premier shopping center at over 1 million plus square feet. Northbrook Court includes, for example, such stores as Neiman Marcus, Macy's, Lord & Taylor and Crate & Barrel and features over 100 specialty shops.

The diversity of income sources and strong EAV has resulted in a very strong financial position for the Village.



Parks and Schools

The Northbrook Park District serves all of Northbrook and some unincorporated areas within Cook County. The Park District holds title to over 500 acres and leases 2.42 acres from the Village of Northbrook. The Park District maintains 20 parks. Recreational facilities include: five outdoor swimming pools, a community center with activity and meeting rooms, two indoor ice rinks, 36 holes of golf, tennis courts, baseball diamonds, soccer fields, playgrounds, picnic areas, trails, fishing lakes, basketball and volleyball courts, a cross country ski area, an outdoor skate park, Teams Challenge Course and a climbing wall. Distinctive facilities include the Ed Rudolph Velodrome (1/4 mile, banked bike track), Sportsman's Country Club, Techny Prairie Park and Fields with the Trail Through Time, the Leisure Center with the Northbrook Theatre, and the Northbrook Sports Center with two ice rinks. The Park District is affiliated with the Northern Suburban Special Recreation Association (NSSRA) to serve the needs of all residents.

Northbrook is served by multiple school districts. The elementary school districts 21, 27, 28, 30, and 31 serve Northbrook students. Glenbrook High School of Northfield Township High School District 225 serves the majority of Northbrook's high school students. A small section of western Northbrook is served by Wheeling High School. Some parts of eastern Northbrook fall in the New Trier High School District. Private schools in Northbrook include St. Norbert Catholic School, a K-8 Catholic Grade School; Cove School a K-12 school for disabled children; Solomon Schechter, a K-8 Jewish school; and Countryside Montessori School, a K-8 private school.

See the web site at www.northbrook.il.us for more information about Northbrook.

Northbrook At A Glance

Population: 33,170

Land Area: 13.2 square miles

County: Cook

Median Home Price: \$625,293

Median Household income: \$95,665

Households: 12,642

Median Age: 48.0

Transportation: Metra, PACE Suburban bus

VILLAGE GOVERNMENT

The Village Board of Trustees is comprised of the Village President and six Trustees who are elected at large for four-year terms. The Village Clerk is also elected for a four-year term. Regular Board meetings and Plan Commission meetings are open to the public and are cablecast live on NCTV Cable Channel 17 and are streamed on the web.

The Village of Northbrook adopted a council-manager form of government after a 1953 referendum. The Village Manager reports to the Village Board and is responsible for administering the day-to-day affairs and operations of all Village Departments, including preparing the annual budget for the Board's approval. The Village Manager is the appointing authority for all Village positions. The current Village Manager has been with the Village 26 years, the last nine (9) years as Manager.

The community is supportive of professional staff and proud of their Village government. The Village has a FY 2018 General Fund operating budget of approximately \$44.92 million and a Total Budget of \$100.62 million. The Village is on a May 1-April 30 fiscal year. The Village has 268 full-time employees and 10.8 part-time equivalent employees. Northbrook continues to maintain the highest rating given by both Moody's (Aaa) and Standard & Poor's (AAA) bond rating agencies, and a Class 1 Insurance rating.

POLICE CHIEF AND THE DEPARTMENT

The Police Chief works under the general supervision of the Village Manager. The Chief is responsible for 94 budgeted employees (66 full-time sworn and 28 non-sworn personnel), as well as an additional 19 budgeted Crossing Guards. The Police Department has a budget of approximately \$14.7 million for FY 17/18.

The Department's key accomplishments in 2016/2017 include:

- Evaluation of the department's use of force policy and tools. The department obtained and trained the entire staff in the use of non-lethal devices (Tasers). A virtual range system was purchased to assist in the training and the practice of de-escalation techniques regularly.
- In a joint effort with the Fire Department, the department implemented a rescue task force model as a response tool for tactical situations.
- Starcom 21 was implemented.
- Naloxone was deployed for field intervention in opioid overdose situations.
- New software was evaluated to handle false alarm and parking ticket tracking.

The Goals for 2017/2018 are:

- Review space and property security needs in the framework of existing staffing and building configurations in light of state mandated evidence standards.
- Continue succession planning efforts for the impending turnover in supervisory ranks due to promotion and retirement.
- Address continuing building maintenance concerns within the Police facility.
- Review records management software and equipment to include the conversion of microfilm records to digital format.
- Recruit and train a canine handler to ensure a smooth transition for the current canine.

In addition to the Police Chief, the Department's Command Staff is comprised of a Deputy Chief of Field Operations and a Deputy Chief of Technical Services. There are five (5) Commanders in the Field Operations including an Investigation Commander and two (2) Day team Commanders and two (2) Night team Commanders. The Command Staff is supported by a Training/Planning Sergeant, an Assistant to the Deputy Chiefs/Property Officer, an Internal Services Administrator and an Administrative clerk.

The Operations Division is the largest organizational unit within the Department and serves as the front line in response to the community. In addition to responding to both emergency and non-emergency calls for service, the

Officers are encouraged to interact with the community. During 2016, the Officers responded to 24,573 calls for service related to criminal offenses, traffic crashes, alarm activations, traffic complaints and other miscellaneous events. The Operations Division is divided into Day and Night Teams. Each Team has a Day and Night Commander overseeing two (2) Sergeants. The Sergeants on these teams each have a team of seven Patrol Officers and one Traffic Officer. The Investigations Unit is supervised by two (2) Sergeants who lead seven (7) Detectives, two (2) Tactical Officers and a dedicated High School Liaison. The High School Liaison represents the cooperative partnership between the local school district and the Police Department. The Investigations Unit followed up on all crimes reported to the Department. In 2016, 616 cases were identified for further action.



The Technical Services Division provides support to the Department offering Counseling Services, Records, a Community Relations Unit and in-house Telecommunications. In the Technical Services Division, there is a Director of Counseling Services, Records Supervisor, Community Relations Supervisor and a Telecommunications Supervisor. The Telecommunications Supervisor has twelve (12) Telecommunication employees providing support to a dedicated to police communications; fire dispatch is handled by an outside agency. The Training/Planning Sergeant reports to the Chief; the Assistant to the Deputy Chiefs/Property Officer and an Internal Services Administrator report to the Deputy Chiefs.

The Department offers an extensive array of Special Operations assignments including a Tactical Team which is charged with responding to recurring criminal concerns and specific crime patterns with an emphasis on drug activities. The K-9 Unit supplements the efforts of the

Field Operations. The K-9 Unit provides assistance to other agencies as requested. There are dedicated Bike Patrol, Traffic Patrol, and Motorcycle specialty assignments, as well as an officer assigned to a Cook County drug task force. Other mutual aid intergovernmental Task Force assignments include the North Regional Major Crimes Task Force (NORTAF), NORTAF Major Crash Accident Investigation Team a Burglary Investigation Team, the Northern Illinois Police Alarm System (NIPAS) Mobile Field Force, and NIPAS Emergency Service Team.

Challenges/Issues for the Police Chief

The next Police Chief for the Village of Northbrook can expect to be involved in handling the following:

- Maintaining a strong, well-respected, Department known for its strong working relationship with neighboring communities and civic groups within Northbrook.
- Developing a collaborative, integrative approach to departmental management and planning, that also includes understanding department personnel and embracing a collaborative/respectful union environment.
- Guiding the community, elected officials and department in exploring a cost-effective approach to address facility needs.
- Developing a department succession plan due to the anticipated retirements of key personnel
- Ensuring a continued team approach to department operations in light of personnel change and an influx of new employees.
- Continuing to foster a strong relationship with the community by strengthening relationships with key stakeholders including the many school districts, ethnic groups and business community.
- Continuing to provide a high level of customer service while addressing personnel turn-over.



POLICE CHIEF QUALIFICATION CRITERIA

The Village of Northbrook is seeking proven and progressive candidates committed to excellence in the police service. The following factors of education, experience, leadership management style, and personal and professional traits have been identified as necessary and/or desirable for the Police Chief to succeed in this position. The salary range for the position is \$150,000+/- DOQ with excellent benefits.

Education and Experience

Qualified candidates must possess:

- A bachelor's degree in Police Administration, Emergency Management, Business or Public Administration or related field from an accredited college or university. A master's degree is strongly preferred.
- Command level leadership training such as the FBI National Academy, Northwestern University School of Staff and Command or other comparable focused Police leadership training.
- Progressively responsible leadership experience in a comparable law enforcement agency, preferably at the level of Deputy Chief or equivalent.
- A commitment to high professional standards
- Experience working with elected officials, Village management, and the public in a positive, cooperative, and team-oriented approach to addressing issues and solving problems.
- In-depth understanding and a demonstrated record of utilizing modern technology, operation techniques, methods and best practices relating to police operations, crime prevention and major crime investigation, as well as administration/management experience in a progressive police organization.
- Thorough knowledge of the principles of personnel management including recruiting, training, promoting, disciplining, and terminating employees within a police union context.
- Positive experience in labor/management relations with the ability to work effectively with the union leadership and membership while administering the contract in a fair and consistent manner—one that results in a mutually respectful relationship.
- Knowledge of, and experience in, appropriate implementation and application of ordinances, laws,

regulations, operating guidelines, and safety standards

- Experience in directing the preparation and presentation of a department budget and an understanding of the principles of government budgeting, recognizing the long-term cost implications of proposed, new programs; have familiarity with systems and metrics which measure the success and effectiveness of departmental programs.
- Experience interacting with a Board of Fire/Police Commissioners in a cooperative and respectful manner, recognizing the interactive roles played by the Commission, the Village President, Village Board and Staff.
- A proven record of outreach and participation in the community. Be comfortable with establishing relationships with school administrators.
- Experience in developing positive, cooperative, and supportive relationships with other police departments and agencies at the local, state, and federal level, as well as creating partnerships with other public and private entities that can better utilize shared resources.
- A record of continuous professional training and education for self and departmental staff, as well as keeping up to date and abreast of law enforcement 'best practices' and 'cutting edge' management techniques, current trends, training and tools.
- Sufficient experience and ability to accurately evaluate operational performance, adequacy of staffing and appropriateness of organizational structure toward superior performance.
- Skill in mentoring and leading a changing organization and the ability to formally and informally monitor the morale of the organization as turnover occurs.
- A demonstrated record of success in employee supervision and management, treating employees in an open, fair, and supportive manner; be comfortable working in a collegial environment, knowing when to provide assistance to employees and when to permit employees to work independently.
- Proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.

- The ability to make effective presentations before the Village Board; possess strong public relations experience, and have excellent writing skills.



Management Style/ Personal Traits

The selected candidate will lead the department with:

- Complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- An open mind and collaborative leadership style that seeks input from employees of the Police Department and demonstrates humor and the affinity to develop a strong camaraderie with subordinates.
- A direct communication style of candor and diplomacy.
- Maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect within the Police Department, the Village, and the region as a whole.
- A clear vision of the Department's goals and a shared definition of success with a proven ability to gain cooperation and communicate clear direction.
- A respectful history of union relationships demonstrating the ability to find appropriate middle ground and instill a culture of personal accountability.
- A genuine passion for the police profession from both an internal, department standpoint and for service to the community; a devotion to customer, community and departmental service—both internal and external.

- The ability to not only “see the big picture” but to keep an eye on details including the management of projects that further the department's internal operations.
- The ability to increase the professionalism and reputation of an already excellent Police department.
- An “open door” management style and practice participative, collaborative “team management” with the ability to empower others and value the contributions of Police Department employees at all levels and in all job occupations, interacting with employees and involving them in decision making when appropriate.
- The ability to develop and maintain effective working relationships with the other Department Heads, as well as with employees throughout the village organization in an effective, harmonious manner.
- Be both visible and accessible, inside and outside of the Police Department and Village Government; be comfortable with active involvement in civic, education and community affairs and genuinely enjoy participation in community events, appearances at local civic organizations and casual contact with residents and businesses.
- The ability to personally demonstrate and to set high standards of performance, productivity, and initiative by Departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.
- The ability to attract, develop, motivate and retain highly qualified professional staff; be a mentor.
- Positive and immediate recognition where appropriate for a job well done; and to foster an environment where employees are empowered to act independently and responsibly in the performance of their duties.
- Keep the Village Manager, Village President, Village Board, and Board of Fire/Police Commissioners apprised of major activities and operations of the Department in a consistent and timely manner, passing on both “good news and bad news” in a tactful, self-confident and professional manner.

