



HAMPSHIRE, ILLINOIS

POLICE CHIEF

EXECUTIVE RECRUITMENT





HAMPSHIRE, ILLINOIS POLICE CHIEF

Hampshire, IL (pop. 7,667) Fast growing municipal government seeks skilled Police Chief with exceptional interpersonal skills and demonstrated leadership and management experience in municipal law enforcement. The Village of Hampshire is a family-oriented community with excellent schools and beautiful parks located 40 miles northwest of Chicago on I-90.

COMMUNITY BACKGROUND

In 1876 when the Chicago-Pacific Railroad line was constructed, the Village of Hampshire was officially incorporated with Samuel Rowell as its first village president.

The Village of Hampshire, located at the Rt 20 interchange of I-90 30 miles northwest of O'Hare Airport, has a rural small town feel but operates as a forward thinking, growth-oriented community in western Kane County. The Village was the fifth fastest growing community in Illinois during the 2020 census, which saw a 37.8% increase from the 2010 census. The Village is home to six (6) schools including the state-of-the-art Hampshire High School built in 2008, one middle school, three grade schools and one private Catholic grammar school.

Residential expansion is prevalent in Hampshire. Lennar Homes will construct the new, 182 home Tamm's Farm subdivision, just west of Hampshire High. Silverthorne and Ryan Homes are constructing single-family homes in Crown's Prairie Ridge subdivision, and DR Horton is building two (2) new Townhome Communities in Prairie Ridge. The Logistics Industry is thriving in Hampshire. Freight Union's new headquarters is in Hampshire Woods where they join BEK Trucking. Vista Trucking began construction of their new facility this summer in the Hampshire Logistics Park which received development approval this spring along with two (2) other new logistics facilities which broke ground this year.



Additional information about the Village of Hampshire can be found on the Village's website: www.hampshireil.org.

DEMOGRAPHICS

- Population **7,667**
- Land Area **8.95** square miles
- **2,664** Households
- **35** Median Age
- **\$107,852** Median Income
- **\$225,800** Median Property Value



HAMPSHIRE VILLAGE GOVERNMENT BACKGROUND

The Village of Hampshire is a non-home rule municipality that operates under a modified Mayor-Council form of government. The Village President is the chief executive officer of the Village, and the six Trustees are the legislative body. All are elected at-large by Village residents and serve four-year terms.

By Ordinance, the Village employs a professional Village Manager to serve as the chief administrative officer responsible for the day-to-day operations of services, leadership of the several departments in the Village, and the execution of policies set by the Board of Trustees. The Village Manager is appointed by the Village President with the advice and consent of the Board of Trustees. The Chief of Police is appointed by the Village President and reports directly to the Village Manager. The term of the Chief's appointment may not exceed the current term of the Village President and may be renewed after each Village President election for up to the four (4) year term of the Village President. The Village will require an Employment Agreement consistent with those terms.



HAMPSHIRE POLICE DEPARTMENT



The Hampshire Police Department consists of one (1) lieutenant, two (2) sergeants, two (2) school resource officers, eight (8) full-time patrol officers, one (1) part-time patrol officer, and one (1) full-time administrative staff. The Chief is responsible for the overall direction, coordination, and evaluation of the department and carries out supervisory responsibilities in accordance with Village policies and applicable laws.

The Village is known for its low crime rate and friendly, approachable police department. The Police Chief serves on the Village Manager's executive leadership team. The former Chief has retired after 41 years with the department. The Lieutenant retired after 21 years leaving room for upward mobility. The next Chief will have the ability to work with the Board of Police Commissioners to fill the Lieutenant's position. The patrol officers are represented by the Fraternal Order of Police (FOP) and enjoy a harmonious working relationship with management. The collective bargaining agreement will expire in April 2023 and the Chief will play a vital role in the negotiation of the successor contract.

Like many Illinois municipalities, the application process for entry-level and lateral transfer personnel is conducted by the Board of Police Commissioners, which consists of three (3) members, each appointed to 3-year terms by the Village President, by and with the advice and consent of the Board of Trustees. The Commissioners and the Police Chief have had a respectful, friendly, and productive relationship.

QUALIFICATIONS, CHALLENGES AND OPPORTUNITIES

- Possessing the ability to set the future vision for the organization, draft the strategic plan, provide clear direction for organizational goals, set priorities, and foster teamwork is a priority. The new Chief must have the knowledge and the ability to conduct personnel and workload analysis studies, address staff changes during these challenging times, organizational structure assessment, and champion change. These are critical elements of the job.
- The ability to speak clear and concisely in front of groups and in one-to-one conversations is critical. The next Chief must create a culture within the department in which timely and quality information flows smoothly between chief, up and down the chain of command and to all members (sworn/non-sworn) of the organization.
- Technology within the Department should be evaluated for best in class options to improve productivity and communication. The new Chief must possess up to date knowledge on how technology is changing policing, plan to implement body cameras, replace in-car mobile computers, and other evolving technology issues. The New Chief will work collectively with the senior staff to formulate a plan to enhance Information Technology.
- Tremendous opportunities exist to enhance department training. The new Chief must develop a career development plan for staff and implement diversity training/implicit-explicit bias training, de-escalation, and scenario-based training models. Networking with other law enforcement organizations to take advantage of training opportunities must be explored.
- As the Village continues to grow, the population will become more diverse. The new Chief must know how to work with a diverse community and create a recruitment and retention strategy that includes social media platforms to promote the department.
- As with all Illinois communities, pension funding and personnel costs take up a large portion of the general fund budget. There are several residential developments under construction in Hampshire. The new Chief will have to provide a vision and methodology to project the staffing needs of the department as the community grows, and pursue grant funding to supplement Village Revenue whenever possible.
- The new chief will work with the Board of Police Commissioners to conduct the necessary testing and evaluation for promotional lists for entry-level, sergeant, and lieutenant positions.
- The relationship between the Police Department and the Hampshire Fire Protection District is vital. The new Chief must encourage cooperation between both agencies for training and emergency response.
- The new Chief must be a highly visible and active leader within the community and department. They must be inclusive and act with high integrity.
- Not only must the new Chief be visible within the residential and business community, but they must be willing to work side-by-side with the officers daily to fill in when staffing issues necessitate.
- Transparency with the Board, the residents and the officers within the department will be key to the new Chief's success.
- There are several schools within Hampshire. The new Chief must be willing to build new relationships with the principals and security staff to enhance open communication.



MANAGEMENT STYLE/PERSONAL TRAITS

The new Police Chief must possess the following traits for their success:

- Be a strong team member with other senior staff, ensuring the mission of the Police Department complements that of all Village Departments and communicates the unified mission to residents.
- Be a leader who maintains a significant presence in the department and be engaged with all other Village Departments.
- Be a leader by participating in local and county-wide law enforcement groups to enhance the visibility of the Police Department.
- Have strong leadership abilities, motivating and interacting with police personnel, co-workers, Village Officials, and all segments of the community and citizenry in an effective, positive manner.
- Possess well-developed leadership skills that demonstrate the ability to make difficult, timely and sometimes unpopular decisions as well as the ability to listen to, support, and implement subordinate employees' suggestions and ideas when appropriate.
- Be a visionary leader and have the ability to think strategically for the Village and the department.
- Maintain liaison with the Board of Police Commissioners in recruitment, selection, discipline, and promotion of sworn officers.
- Assists the Village Manager in collective bargaining negotiations with the union and in administration of the contract.
- Maintains an effective record-keeping system for the department to keep track of all Department activity and provide for the lawful dissemination of that information.
- Prepare agenda items, makes presentations, and explain recommendations to the Village Board.
- Furnishes a monthly incident report and key departmental metrics to the Village President and Board of Trustees.
- Direct, delegate, and participate in the preparation of the annual Department operating budget, capital improvement planning and control of departmental expenditures with approval authority for departmental expenditures up to \$1,000.
- Have complete personal and professional integrity and honesty and have a high sense of professional ethics.
- Lead and motivate by example, encouraging high standards of performance and productivity from all Department personnel.
- Be even-handed, fair, impartial, and consistent in dealing with all employees in terms of assignments, enforcement of rules, disciplinary and related actions.
- Be able to quickly gain credibility and respect of Police Department employees, including command staff, rank and file officers, and civilian employees, as well as Village officials and citizenry.
- Be an anticipatory manager, one who actively seeks solutions to law enforcement problems before they become a more serious problem.
- Maintain high visibility with all levels of staff and employees by getting out of the Chief's Office and interacting with individuals in their workplaces and in the field, recognizing employee contributions as appropriate.
- Be active in the community as a visible Village Official as well as citizen, personally taking part in civic and community activities and events.
- Demonstrate a sense of humor when appropriate.



CANDIDATE QUALIFICATION CRITERIA



- The Police Chief position is a highly visible position in the Village of Hampshire requiring well developed leadership abilities and management skills that are based upon consensus building and problem solving as well as a strong desire to work in a collegial, team-oriented environment. The New Chief must be a highly motivated, self-starting, and confident individual with excellent leadership and interpersonal skills.
- Candidates should have a bachelor's degree from an accredited college/university or comparable training and experience. A Master's degree may be a plus but is not required. Senior professional leadership training is desired, including Northwestern University Center for Public Safety's School of Police Staff and Command, the Police Executive Research Forum's Senior Management Institute for Police, the International Association of Chiefs of Police Leadership in Police Organizations program, the FBI National Academy, or comparable program.
- Candidates will hold the Illinois Law Enforcement Officer's certification or be qualified and obtain certification within 12 months of appointment.
- Candidates will have demonstrated responsible leadership experience in a comparable law enforcement agency, 10 years in police operations, three (3) of which must be in a supervisory capacity at the rank of sergeant or higher, preferably in a senior command role.
- Candidates should be versed in recent state and federal requirements and mandates that impact law enforcement, aware of the latest technologies and practices in policing, and have a clear understanding of what Community Policing entails in a community like Hampshire.
- Have demonstrated experience working cooperatively with other law enforcement agencies and regional task forces to effectively utilize the department's resources.
- Have successful personnel management and employee relations experience, with a record of dealing fairly with all employees, collectively and individually, be particularly knowledgeable of collective bargaining issues and labor contract administration within a police department setting.
- Have experience in personally preparing accurate written reports, emails, and similar communications, together with effective verbal communication and public speaking skills, including a willingness to make effective oral presentations to a range of community and business groups.
- Be capable of directing the preparation and presentation of the Police Department budget and understanding the principles of government budgeting, including the delivery of police services in an effective, cost-conscious manner.
- 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, and impartial manner.
- Have experience in creating and working in a management environment where police services work cooperatively with other municipal services, the local school systems, and community agencies.
- Have experience resolving citizen inquiries, suggestions, and complaints in a participative community and be willing to be accessible and personally respond to unscreened calls to "the Chief."

COMPENSATION & BENEFITS

Residency is not required. This is a full-time, FLSA exempt position. The hiring salary range is \$100,000 - \$135,000 +/-DOQ. The Village offers a competitive benefits package including a PPO/HMO health plan, dental, vision, and life insurance, paid time off for vacation, sick leave, membership in professional organizations, registration and travel for professional conferences, and reimbursement for related educational expenses. The Chief will also have access to a department squad car that may be used for commuting up to 30 miles from the Village limits, and according to IRS guidelines, unless otherwise approved by the Village President at the time of appointment.



HOW TO APPLY

Candidates should apply by November 18, 2022, with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of [Riccardo Ginex](#), Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. Hampshire is an Equal Opportunity Employer.



GovHR USA
GovTEMPS USA

EXECUTIVE
RECRUITMENT