

Executive Recruitment for

SCHAUMBURG, ILLINOIS

The Village of Schaumburg is pleased to announce the recruitment and selection process for a Deputy Police Chief for the Village of Schaumburg, Illinois. This brochure provides background information on the Village of Schaumburg, the municipal organization and the Police Department, as well as the requirements and expected qualifications for the position. Candidates should apply online by April 20, 2018 to Heidi Voorhees, GovHRUSA President at www.govhrusa.com/current-positions/recruitment. Questions about this opportunity may be sent to Ms. Voorhees at HVoorhees@govhrusa.com or telephone at 847-380-3243.

Heidi Voorhees, President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
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Formal Applications should
be submitted to:
www.govhrusa.com/current-positions/recruitment



VILLAGE OF SCHAUMBURG

DEPUTY POLICE CHIEF



PROFESSIONAL ANNOUNCEMENT

Schaumburg, IL (population 74,227; daytime population 150,000), a dynamic, progressive community located 23 miles northwest of Chicago and 10 miles west of O'Hare International Airport seeks progressive, experienced candidates to serve as its next Deputy Police Chief. Located in the heart of the northwest suburbs, and positioned at the epicenter of two major interstates, I-290 and I-90, Schaumburg is a thriving economic center that is home to more business in Illinois than any other community outside of Chicago and includes the corporate headquarters of Zurich American Insurance and Paylocity Corporation, and the technology and engineering headquarters for Motorola Solutions. The Village is home to 67 shopping centers including Woodfield Mall, the 12th largest shopping mall in the United States with over 300 stores. In addition, the Village has 220 restaurants and 32 hotels including the Schaumburg Convention Center, which attracts tourism to Schaumburg in the form of tradeshows, corporate meetings and events, and large exhibition shows.

Schaumburg is the largest center of economic development in the State of Illinois, outside the City of Chicago, but it is also very much a community of neighbors and neighborhoods. More than 125 residential developments offer a variety of housing types to satisfy any lifestyle. Quality of life is important and the village is constantly working to enhance it. This is demonstrated by the fact that 95 percent of respondents in a 2016 community survey viewed the village as an excellent or good place to live. In addition, the survey showed 97 percent of residents gave high ratings to the village's public safety services.

The following is key information related to the Deputy Police Chief position:

- The Police Chief, who is recommended by the Village Manager and appointed by the Village Board, guides the department and the department's leadership team which includes 2 Deputy Chiefs, 2 Commanders, 6 Lieutenants, and 16 Sergeants supervising 89 police officers and detectives. The department employs a civilian Administration Manager, a Training Analyst, 7 Community Service Officers, an Animal Control Officer, 4 Forensic Technicians, and 22 records and administrative support staff members. The Village has a large part-time Auxiliary Police Officer division with a Special Services Supervisor, 4 part-time supervisors and 53 auxiliary officers for a total of 209 department members, 116 which are sworn. The department has a \$29 million budget.



- The Police Department is divided into four divisions, Patrol, Administration, Investigations and Special Operations. The vision of the Police Department is to "Be a model law enforcement agency viewed internally and externally as professional, enthusiastic, trustworthy and at the forefront of the police profession." The members of the Police Department, the first CALEA accredited department in the State of Illinois, are committed to the attainment of this vision.
- The new Deputy Police Chief will have a unique opportunity to learn about the department from the current Chief of Police while contemplating the possibility of transitioning into the top leadership role when the Chief retires. Although not definite, the new Deputy Chief will be given strong consideration for promotion upon the Chief's retirement, based completely on merit, experience, abilities, education, and fit.
- While the Deputy Chief position requires a Bachelor's Degree, the position of Chief requires a Master's Degree in Criminal Justice, Law Enforcement Management, Public Administration or related field. If the selected candidate is ultimately promoted to Chief and does not currently have a Master's Degree, she or he will be required to obtain one within the first five years of employment.
- The position of Chief requires residency within a 30-minute commute of the village within one year of employment. Should the selected candidate elect to reside within the corporate limits of Schaumburg, reimbursement of moving costs will be authorized.
- The next Deputy Chief will promote a strong, transparent and inclusive leadership style that fosters a culture of respect and consistent accountability. The future Deputy Chief will be knowledgeable of current trends bringing contemporary and fresh ideas to the department while demonstrating a high level of

experience in assessing community policing service models.

- The next Deputy Chief must be able to work collaboratively with those within the village organization and the region. The department participates in numerous joint ventures and mutual aid arrangements including the Major Cases Assistance Team (MCAT), North Central Narcotics Task Force (NCNTF), Northern Illinois Police Alarm System (NIPAS), and the Illinois Law Enforcement Alarm System (ILEAS). The department's emergency communications are provided by Northwest Central Dispatch System (NWCDS). Located in neighboring Arlington Heights, Illinois, NWCDS provides the village's Public Safety Answering Point (PSAP) and dispatching services for 22 area police and fire departments serving nearly 500,000 people over 170 square miles.

Successful candidates must have at least seven to nine years of progressively responsible experience in law enforcement including substantial experience in patrol, investigations and police administration, with three to five years of police management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to excel in a key leadership role in a public safety agency of the size and sophistication of the Schaumburg Police Department.

The hiring salary range for the position of Deputy Police Chief is \$137,500-\$145,000 depending upon qualifications. The Village of Schaumburg offers full-time employees a comprehensive benefits package. Interested professionals should submit a resume, cover letter and contact information for 5 professional references by April 20 to Heidi Voorhees at: www.govhrusa.com/current-positions/recruitment

SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER



COMMUNITY BACKGROUND

The Village of Schaumburg is the largest center of economic development in the State of Illinois, outside of the City of Chicago. Though it is a vibrant economic engine for the region, Schaumburg is also a community of neighborhoods with community leaders who pay close attention to the quality of life including the provision of superior municipal services. In addition to serving as the international headquarters for several corporations including Zurich American Insurance, Schaumburg is home to the Al Larson Prairie Center for the Arts, a 442-seat theater with an art gallery and outdoor stage, the minor league Boomers baseball stadium and the Renaissance Schaumburg Hotel and Convention Center. In 2018 the Village was ranked the Best Place to Live in Illinois by MONEY Magazine for providing strong economic and educational performance with affordability, convenience, safety and a pleasant way of life. In 2017 MONEY Magazine ranked Schaumburg Number 9 out of 100 Best Places to Live due to a healthy economy, affordable homes and a high quality of life to its residents. Each year, the village hosts a vibrant Farmers Market as well as an Older Adult Market, a food pantry that is a collaborative effort with the Greater Chicago Food Depository and the Village of Schaumburg's Senior Program. Celebrations abound in the warmer months and the Village hosts many special events including Summer Breeze concerts, the Prairie Center Arts Festival, and Septemberfest over the Labor Day weekend.

Schaumburg residents have the unique opportunity to live, work, and play in a cohesive, family-oriented community that has developed in a thoughtful, planned manner. Easy access to over 90 miles of bike trails, county forest preserves and the 135-acre Spring Valley Nature Center and Historic Farm site provide year-round recreational opportunities. In 2016, Schaumburg was awarded a Bronze Bike Friendly community by the League of American Bicyclists.

The award-winning Elementary School District (District 54) offers excellence in education within 21 elementary schools (10 within Schaumburg) and 5 junior high schools (3 within Schaumburg), an Early Instrumental Music Program as well as several dual language programs in Spanish, Japanese and Mandarin Chinese. High School District 211 through its 5 high schools (4 serving Schaumburg students) excels at offering the community a high level of secondary education. Considered a hub of higher education, there are multiple university and technical institutions located in Schaumburg including Keller Graduate School, Lake Forest Graduate School, Illinois Institute of Art, University of Phoenix, Argosy University and Robert Morris University.



SCHAUMBURG'S EARLY HISTORY

The Village of Schaumburg was incorporated on March 7, 1956, but the first inhabitants of the area were members of the Sauk, Fox, Pottawatomie, and Kickapoo Indian tribes. The first recorded settler of Schaumburg Township was German-born Johann Sunderlage. Schaumburg Township was originally known as Sarah's Grove. This name was derived from a grove of woods that ran through the northwest portion of the township, named for three young women whose families lived adjacent to the grove: Sarah McChesney, Sarah Frisbe, and Sarah Smith. However, the name was never made official. Until 1851, the area's official name was Township 41. At the 1850 township meeting, residents discussed two names for the -township; Lutherville and Lutherburg. At the suggestion of a prominent landowner, Frederick Nerger, the chosen name was Schaumburg, derived from Schaumburg-Lippe, the part of Germany where many of the township's residents originated.

SCHAUMBURG RESIDENTIAL DEVELOPMENT AND MAJOR COMMERCIAL DEVELOPMENT

Two projects, the expansion of O'Hare Field into a major international airport in 1955 and the construction of the Northwest Tollway in 1956, put Schaumburg in an ideal location for suburban growth. In response to development pressures, the area encompassing what was known as Schaumburg Centre was incorporated in 1956. At the time of incorporation, the village consisted of two square miles and a population of 130 residents.

Incorporation enabled the village to control its growth and development. Early village leaders are credited with the foresight and planning that has made later economic growth possible. The original comprehensive plan adopted by the Village Board in 1961 reserved large tracts of land for industrial, commercial, and office development. Growth in these sectors has made Schaumburg a major area employer and the State's second largest retail center.

Schaumburg's expansion during the 1960s changed the character of the community dramatically. Schaumburg was no longer a quiet rural community. In 1959, Alfred Campanelli began construction of the first large residential subdivision in the village, known as Weathersfield. The subdivision now contains several thousand single-family homes built in 22 stages over two decades. In all, Campanelli constructed over 6,800 housing units or approximately 20 percent of the village's housing stock. In 1967, the International Village apartment complex opened as Schaumburg's first multiple-family housing development. The following year, Motorola began to construct its corporate headquarters in the community on a site located adjacent to the Northwest Tollway.

The 1970s saw a continuation of the tremendous growth that took place in the previous decade. By 1970, the village population had grown to 18,730. That same year, a second expressway, Interstate 290, opened on the eastern boundary of the village. This provided another link to Chicago and further enhanced its stature in the eyes of the region's many developers. The following year, Woodfield Mall shopping center opened. During the remainder of the decade, Schaumburg experienced phenomenal commercial, office, industrial and residential development.

By 1980, Schaumburg had expanded to 18.3 square miles of land area, and its population had swelled to 53,305 residents. During the early and mid-1980s, development focused on large corporate office buildings and the

emerging Woodfield Regional Center along Golf Road. The late 1980s were characterized by the vast expansion of small manufacturing and warehouse uses in the industrial and business parks in the village's northeast and southwest quadrants. Other development such as large manufacturing facilities, commercial retail centers, and large suite hotels boomed in the 1980s.



SCHAUMBURG TODAY – RETAIL/ RESTAURANT HUB, REGIONAL AIRPORT, CONVENTION CENTER AND BASEBALL STADIUM

Schaumburg today has ten (10) Industrial Parks providing 12.2 million square feet in over 400 facilities. There are 67 shopping centers totaling 9.5 million square feet. One Schaumburg Place, now known as Streets of Woodfield after being redeveloped, and Woodfield Village Green were built in the early 1990s. Woodfield Mall (12th largest in the nation) expanded to include approximately 500,000 square feet of commercial space to accommodate Nordstrom department store and several other retail stores. IKEA, an internationally-known home furnishings store, opened a 458,000 square foot facility in the Woodfield Regional Center in the late 1990s. The mid-1990s also produced an influx of retail food establishments. Today there are 220 restaurants that make dining convenient and varied.

In the fall of 1993, the Elgin-O'Hare Expressway opened. Recently renamed, I-390, this tollway connects Schaumburg to neighboring communities to the southwest and Interstate 290 to the southeast. It also provides

convenient access to Spectrum Industrial Park and the nearby **Schaumburg Regional Airport**, which the village purchased in 1994 and expanded in 1995.

Minor league baseball came to the village in the spring of 1999. The Schaumburg Baseball Stadium, which seats 7,000, is home to the Schaumburg Boomers and was built in partnership with the Schaumburg Park District just north of the commuter rail facility.

The [Schaumburg Convention Center and Hotel](#) at Meacham Road and I-90 opened in 2006. The convention center propelled the Village of Schaumburg into a new realm of commerce and tourism. Schaumburg is recognized as a destination of choice for business travelers and convention planners. This mixed-use project incorporates a Convention Center with 100,000 sq. ft. of exhibition space and a 500-room hotel. Thirty-two hotels help support regional and local visitor needs.

Today, Schaumburg expects continued expansion albeit at a slower rate than in years past. With a population of 74,227 in 2010, minimal residential growth both in the single-family and the multiple-family market is expected as little residential land remains. The majority of industrial development is expected to occur in the Spectrum Industrial Park, Woodfield Business Center, and Copley Center. The development spurred by a TIF designation at 90 North has seen considerable success including new interchanges with I-90 tollway at Meacham and Roselle Roads. The Urban Street Group is working to redevelop the Motorola campus, which will invigorate this already vibrant community. Top employers in Schaumburg include: Zurich North American Insurance (3,300), IBM (1,300), Optum Rx Insurance (Catamaran) (1,300), Paylocity (1300), and Career Education Corporation (1,100).

Schaumburg's Park District (a separate government entity) provides a wide range of recreational activities including two golf courses, three pools, an indoor water park, a wide variety of sports and program options and a fitness center. The park district has won the National Gold Medal Award for excellence in the field of park and recreation management. The Schaumburg Township District Library has one main branch in Schaumburg and two smaller branches in neighboring communities. The library's complete collection totals more than 630,000. The library also has an extensive audio and video area containing a 25-seat theater that shows free movies, a children's area with an activity room and extensive meeting and conference room space.

Schaumburg At A Glance

Population: 74,227
Land Area: 19 square miles
County: Cook and DuPage
Median Home Value: \$252,300
Median Family Income: \$74,086
Single Family Homes: over 12,000
Multi-Family Dwellings: 21,000
Miles of Streets: 219
Public Transportation: Metra Train, Dial-a-Ride, PACE Bus, Northwest Transportation Center, Free Trolley

THE MUNICIPAL ORGANIZATION

Schaumburg is a home rule municipality that operates under the Council/Manager form of government. The Village President and Board of Trustees, elected at large for four-year staggered terms, appoint a Village Manager to administer the policy set by the Village Board. The current Village Manager was appointed in 2013. The Village Manager has 10 department directors who report to him including the Directors of Community Services, Finance, Information Technology, Human Resources, Community Development, Transportation, Police, Fire, Engineering and Public Works, and Cultural Services, as well as the Assistant Village Manager. The Village has 496 full-time and 186 part-time employees and a \$252 million total budget.

The municipal organization is highly professional with department directors who work well together and value their collaborative relationships. The Village Manager expects all staff in leadership positions to think strategically, be accessible and responsive, embrace change with the ability to develop transformative annual goals and exhibit a highly professional demeanor and presence.

The mission statement of the Village of Schaumburg is:

In partnership with the community, the mission of the Village of Schaumburg is to provide the highest quality municipal service to our customers through thoughtful planning, fiscal responsibility, and accessible, responsive, and proactive leadership resulting in a continuously improving quality of life.



CHALLENGES/ISSUES FOR THE DEPUTY POLICE CHIEF

- The new Deputy Police Chief will have a unique opportunity to learn about the department from the current Chief of Police while contemplating the possibility of transitioning into the top leadership role when the Chief retires. Although not definite, and based completely on merit, experience, abilities, and fit for the department, the new Deputy Chief will be given strong consideration for promotion upon the Chief's retirement.
- The new Deputy Police Chief will play a critical role in an organization accustomed to a high level of communication both internally and externally. Additionally, the Deputy Police Chief must establish himself/herself as a positive and knowledgeable presence in the community.
- The Schaumburg Police Department was one of the first Accredited Police Departments in Illinois and considerable effort and resources have been dedicated to ensure the Schaumburg Police Department maintains its excellent reputation for effective and efficient operations. This effort will be advanced during the next accreditation cycle.
- The department has a significant commitment to technological innovation. The Deputy Chief will be expected to keep abreast of opportunities to employ technology to improve Police service and to serve as an advocate for its implementation.
- The Village of Schaumburg Police Department has spent a great deal of time developing a strategic plan.

The new Deputy Police Chief will be tasked with reviewing and revising this plan in 2019.

- Budget restraints are expected to continue to ensure the village's financial stability. The Deputy Chief is expected to make efficient and effective use of all the department's resources to serve the community at a continued high level.



- A number of employees are positioned to retire within the next five years. The next Deputy Chief should be experienced in succession planning and development of command staff. Ensuring an orderly, well understood structure for knowledge transfer will be imperative.
- The Deputy Chief will need to maintain a positive working relationship with the three unions within the department by establishing a visible presence in the department and promoting honest dialogue to ensure mutual respect. The Deputy Chief should anticipate participating actively in labor relations discussions.
- Schaumburg's next Deputy Police Chief will work with the Chief to establish and maintain a Leadership Development program that provides for promotional and educational opportunities that are consistent with the effort to grow the skills and experience within the department.
- Schaumburg's next Deputy Police Chief will need to become familiar with and accessible to other government partners, hospitals, businesses, and civic organizations/clubs that are active in the community. The deputy chief must have a strong, confident, yet approachable presence in the community.

- The new Deputy Police Chief should consider evaluation and expansion of the public education efforts to ensure community engagement and opportunities for feedback on department operations. An aspect of this effort should be increased social media messaging and other innovative techniques.

DEPUTY POLICE CHIEF QUALIFICATION CRITERIA

The Village of Schaumburg is seeking high energy, service-oriented candidates with demonstrated experience and commitment to professional and innovative Police service. The following education, experience, management and leadership criteria have been identified by the Village of Schaumburg as important for the candidates to possess and demonstrate. The starting salary for the position is \$137,500 to \$145,000 depending on qualifications.

While the Deputy Chief position requires a Bachelor's Degree, the position of Chief requires a Master's Degree in Criminal Justice, Law Enforcement Management, Public Administration or related field. If the selected candidate is ultimately promoted to Chief and does not currently have a Master's Degree, she or he will be required to obtain one within the first five years of employment.

Residency is not required but strongly preferred for this position. Should the Deputy Chief ultimately aspire to and attain the position of Chief, that position requires residency within a 30-minute commute of the village within one year of employment.

Education and Experience

Ideally, candidates will have a master's degree in Criminal Justice, Law Enforcement Management, Public Administration or related field, however, a highly-qualified candidate who possesses a bachelor's degree and extensive Police management experience, will be considered.

Candidates must also have at least seven to nine years of progressively responsible experience in law enforcement including substantial experience in patrol, investigations and police administration, with three to five years of police management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge skills and abilities for this job.

Schaumburg is seeking candidates that are proven, tested Police leaders who possess a broad range of experience in all areas of Police operations. They should have in-depth experience and understanding of modern techniques, equipment, methods and practices related to community policing.

Candidates must demonstrate a customer service-oriented skill set, setting the tone for effective and positive relationships with those who interact with the police department. Those relationship-building characteristics must be reflected in the interactions among the members of the police department and employees throughout the entire village's workforce.

Experience in successful conflict resolution is important both within and outside of the agency. In addition, experience in mentoring, counseling and professional staff development is critical for this position.

Candidates should have thorough knowledge of the principles of personnel management as well as experience recruiting, selecting, promoting and disciplining staff. Productive experience with labor relations is very important. Demonstrated leadership skills that combine employee involvement and investment in policy development with effective decision-making are required.

The next Schaumburg Deputy Police Chief must have demonstrated experience in advanced Police leadership, possess the ability to foresee trends and issues both locally and nationally, and respond in a thoughtful, strategic manner. The Deputy Chief must have the capacity to adapt to and make changes that are appropriate and justifiable. The deputy chief must have proven fiscal management experience.

The next Deputy Police Chief must be a high-energy individual who is able to demonstrate the ability to effectively deal with and embrace challenges.

The Deputy Police Chief will demonstrate successful interactions with the business community, school officials, municipal officials and other units of government.

Candidates should be able to demonstrate experience in inspiring and communicating a shared vision for the Police department and ensuring all employees are working together toward that common goal.

Candidates must have a track record of assessing the skills and abilities of existing personnel to maximize their talent and expertise, including opportunities for employees to take on new challenges and "stretch" as professionals.

Ideal candidates will possess experience in evaluating organizational structure effectiveness and staffing needs and implementing changes to meet current and future fiscal and program service needs.

Candidates must be highly motivated, goal-oriented leaders with a proven ability to quickly earn respect, gain cooperation and communicate clear direction.

Demonstrate the ability to set high standards of performance, productivity, and initiative by departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.

Leadership Style and Traits

Successful candidates must:

Have a background of complete integrity and honesty, leading and motivating people by example.

Be a person who is out and about both in the agency and the community and truly have an "open door" philosophy.

Be approachable to the department staff, other village staff and the public in general.

Reach out to and interact with the members of the Schaumburg Police Department; embrace both sworn and civilian staff as members of the department's team.

Work effectively with the Office of the Village Manager, directors and assistant directors of other operating departments.

Foster inclusive, respectful behavior among all sworn and non-sworn members of the department's staff.

Be an effective communicator who is an active listener and a good public speaker.

Be able to demonstrate confidence and leadership within the department and in public during crisis situations.

Have a demonstrated ability to provide strategic leadership and long-range planning practices, particularly in succession planning and employee development.

