
THE VILLAGE OF WOODRIDGE, ILLINOIS



CHIEF OF POLICE

Voorhees Associates LLC is pleased to announce the recruitment and selection process for the Chief of Police for the Village of Woodridge, Illinois. This Recruitment Brochure outlines qualifications and experiences identified as necessary and desirable for candidates for this position. The brochure also provides background information regarding the community. It was prepared following interviews and feedback from various stakeholders, including elected officials, professional staff and members of the Woodridge Police Department.

This brochure will be used as a guide in the recruitment process, providing specific criteria by which applicants will be screened and individuals selected for the interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the position of Chief of Police are to be directed to the attention of the Consultants working with the Village:

Lee McCann, Vice President
Mike Hosking, Vice President

500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
www.VoorheesAssociates.com/current-positions



PROFESSIONAL ANNOUNCEMENT

The Village of Woodridge, Illinois, population of 32,971, a full-service community located in DuPage, Will and Cook Counties, approximately 30 miles from Chicago Illinois, seeks experienced police professionals as candidates to lead its Police Department. The Police Department staff consists of 51 sworn, 14 non-sworn full-time employees and 1 part-time employee. The Woodridge Police Department is recognized as being professional and well trained, with employees dedicated to the community's safety. Woodridge historically maintains a low crime rate and a family friendly atmosphere with a mix of industrial, multi-family and single-family housing, and retail establishments. The community enjoys an excellent school system with many parks and open space. The Village is seeking candidates with strong communication and leadership skills and a proven record of visibility and participation in the community. Experience with community partnership efforts such as community/problem solving policing, neighborhood resource center programs, and successful partnerships with other governmental

agencies is highly desired. Candidates must be committed to training, professional development, customer service and community engagement. Candidates must possess a bachelor's degree in criminal justice, business administration, public administration, or a related field. Candidates should also have at least seven years of experience as a law enforcement leader in a unionized law enforcement environment of an equivalent or larger size agency. A master's degree and/or advanced executive level training is also highly desired. Candidates must possess well developed interpersonal communication and public presentation skills. Appointment is made by the Village Administrator with approval by Woodridge's elected officials. Salary: \$96,595 - \$134,138 DOQ. Residency within 30 miles is required within 6 months of date of hire. Submit résumé and cover letter by December 12, 2011 to Lee McCann or Mike Hosking at www.VoorheesAssociates.com/current-positions. Tel: 847-580-4246.

VILLAGE OF WOODRIDGE

COMMUNITY BACKGROUND

The Village of Woodridge, Illinois (population 32,971) is a progressive community located in DuPage, Will and Cook Counties, approximately 30 miles southwest of Chicago. Neighboring communities include Naperville, Downers Grove, Darien, Lisle, Lemont, Romeoville and Bolingbrook. The community's history began in the late 1950s with a development near 75th Street and Illinois Route 53. The development was called Woodridge because the land was a beautiful, wooded ridge overlooking the east branch of the DuPage River. By 1959, the population of Woodridge was 459 and the residents petitioned DuPage County to incorporate as a Village. A referendum was held and with 100% turnout, the Village of Woodridge was incorporated on August 24, 1959. The community has continued to grow and prosper while carefully maintaining the area's natural setting through dozens of parks and thousands of acres of forest preserve land. Of the eight forest preserves that surround Woodridge, the largest is the Greene Valley Forest Preserve, which includes the Hinterlong Bird Sanctuary and the historic Greene Farm. These eight forest preserves provide a total of almost 4,600 acres for recreational opportunities.

With its close proximity to downtown Chicago, three major airports (O'Hare, Midway and DuPage County), and three interstate highways, Woodridge has developed a thriving commercial community. The third largest business park in the

Chicago Metropolitan area is located in Woodridge along with six other business parks, which provide space to more than 95 businesses and provide nearly 6,000 jobs. Wilton Industries was the first industrial resident of Woodridge. Other major employers include: Follet Educational Services, V3 Companies, Edward Don, Champion Packaging, Harlem Furniture, E&J Gallo Wines, Home Run Inn Pizza, Argonne Laboratories, Allstate Insurance and Bridgestone/Firestone, Inc. Woodridge is also home to 17 retail shopping centers that include numerous national retailers.



The Village of Woodridge has a wide variety of housing options that vary from apartments and moderately priced condominiums to luxury single-family homes. Numerous single-family housing developments are underway in Woodridge with the new home prices ranging from \$300,000 to \$600,000. Of its 11,300 households, approximately 50% reside in multi-family developments.

A 1993 Multi-Family Housing Ordinance established quality housing standards for all rental apartment buildings of six or more units. As a result of this ordinance, more than \$12 million in capital improvements has been invested in the multi-family communities throughout the Village.

Woodridge is home to six public elementary schools and one junior high school. All seven of these schools are in Woodridge School District #68 which serves a majority of the community. The majority of Woodridge high school students attend Downers Grove North or South High School in Community High School District #99. Several other school districts also serve Woodridge residents. The DuPage campus of Westwood College is located in Woodridge, instructing students in the high tech, medical and service fields. Numerous other higher education opportunities are located nearby including: the College of Dupage, Benedictine University, North Central College, Illinois Institute of Technology (I.I.T.) West, Wheaton College, and Lewis University.

Woodridge residents enjoy outstanding park and library facilities. The Woodridge Park District provides more than 560 acres of park land which includes over 40 community and neighborhood parks, two lakes stocked annually with fish, and other woodlands, wetlands, bikeways and open space. Residents also enjoy the Cypress Cove Family Aquatic Park, complete with water slides and numerous recreational amenities. The Village of Woodridge offers almost 34 miles of off-road, asphalt-paved paths. The paths link up with more than 100 miles of bikeways from surrounding communities that are used for recreational and commuter bicyclists. Finally, there are two 18-hole golf courses in Woodridge including the Seven Bridges Golf Course and the Village Greens Golf Course, both owned by the Village of Woodridge. The Woodridge Library owns more than 173,000 books and over 27,000 audiovisual items. The library's circulation for the year ending April 30, 2011 was 666,110.

Woodridge is a caring, family-oriented community that provides outreach services to build strong neighborhoods and unify the community by bringing residents together to help one another. Local businesses, service organizations and residents contribute their time, talents and funds to help operate these important programs.

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The community comes together each year for the Summertime Jubilee, and to celebrate the Fourth of July with a community picnic and fireworks show.

Woodridge Quick Facts

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| Population | 32,971 |
| Area | 9.7 square miles |
| Counties | DuPage, Will, Cook |
| Distance to Chicago | 30 miles |
| Households | 11,300 |
| Recreation | 562 acres of parkland owned or maintained by the Woodridge Park District, 4591 acres of forest preserves land in and surrounding the Village. The park district conducts numerous programs for all ages. |

VILLAGE ORGANIZATION

The Village of Woodridge operates under a “Strong Mayor” form of government. The Village Board consists of seven elected officials including a Mayor and six Trustees, all of whom are elected at large and serve staggered four-year terms. Day-to-day operations of the Village are the responsibility of the Village Administrator. The organization consists of the Village Administrator’s office, Administration Department, including the Village Clerk’s Office, Finance Department, Community Development Department, Public Works Department, and the Police Department. Fire Protection and emergency medical services are provided by three separate fire protection districts. Under the direction and guidance of the Mayor and Board of Trustees, the Village Administrator works closely with department heads to adhere to the Village’s mission statement:

Achieve a high quality of life by providing superior services in a fiscally responsible manner.

The Village Administrator and department heads value their team-oriented, close working relationship. The current Village Administrator, Kathleen F. Rush, has served as Village Administrator since July 13, 2009.

THE POLICE DEPARTMENT

Each year the Village of Woodridge surveys its residents to determine their level of satisfaction with the services the Village provides. The Police Department’s mission statement describes the department’s commitment to the Woodridge community:

Our mission is to provide dedicated, professional service and impartial law enforcement in an active partnership with the citizens of the Village of Woodridge to achieve a higher quality of life for all.

The Woodridge Police Department consists of 51 sworn officers, 14 full-time non-sworn personnel, and 1 part-time employee. The Department is directed by the Chief of Police, who is retiring after spending his entire career with the Department. The Department has had six chiefs since 1974. In addition to the Chief, there are two Deputy Police Chiefs, seven Sergeants, a non-sworn Information Management Supervisor and a non-sworn Management Analyst who assist in the administration of the department’s activities. The department’s combined operating and capital budgets equal \$8,555,951.



Village Hall

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The Woodridge Police Department is committed to its partnership with the residents and businesses in its community. The Department has numerous programs that foster this important relationship including: a very popular Bike Patrol, Child Passenger Safety Program, Adopt-A-Neighborhood Program, Drug Abuse Resistance Education, K-9 unit, and the operation of the programs developed by the Community Resource Center. The department also has community service officers, community policing officers, and a school resource officer.



Woodridge police have also adopted an innovative approach to provide an important “second front” against drugs, gangs and guns. In addition to its Detective Unit, each day the department operates a Tactical Unit comprised of four officers and a sergeant who operate in plain clothes and work covertly to address these important public safety issues. The department also works closely with DUMEG, the county-wide drug enforcement program. Woodridge Police participate actively in FIAT, a regional Felony Investigative Assistance Team that includes a S.W.A.T. Team and traffic accident reconstruction expertise.

The department is a member of a regional telecommunications center, DUCOMM, with enhanced 911 services for Woodridge residents and businesses. The telecommunications center utilizes Computer Aided Dispatch to assign officers to calls for service.

The Woodridge Police Officers have been represented by the Metropolitan Alliance of Police since 1991. The union and the Village have had very positive labor relations. The current collective bargaining agreement expires on April 30, 2012. The Police Department’s non-sworn, non-supervisory employees are also represented by the Metropolitan Alliance of Police. Negotiations are underway to establish a first contract with this unit.

Woodridge Police Department Facts 2010

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| Calls for Service | 11,692 |
| Reported Index Crimes | 477 |
| Violent Index Crimes | 48 |
| Traffic Crashes | 6,778 |
| Moving Citations | 403 |

OPPORTUNITIES AND CHALLENGES

The Chief will need to build trust with the Department and integrate within the Village’s organizational structure. The Chief must establish his/her presence within the Department and community. The Chief will be expected to work with the Department employees to create and maintain positive relationships that will engage Department employees and provide a high level of service for the residents and businesses in the community.

The Chief will need to become familiar with and accessible to other governmental partners, businesses, and other civic organizations /clubs that are active in the community. The Chief will be expected to have a strong presence in the community.

The next Chief will need to establish and maintain a good working relationship with the two unions within the Police Department by promoting dialogue to ensure continued recognition of mutual respect, needs, wants and concerns.

Budget constraints are expected to continue in order to ensure the Village’s financial stability. The Chief is expected to make use of the existing resources to continue to serve the community at a high level.

Staff growth and professional development are very important. The Chief will be expected to examine the training afforded

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to the Department's personnel. It is essential that the next Chief provides mentoring and training for department employees, ensuring their career goals are addressed whenever possible.

The Police Department has a culture of technological innovation in its operations. The Chief will be expected to keep abreast of opportunities to employ technology to improve police functionality and to serve as an advocate for its implementation.

The Police Department operates a Community Resource Center which supports underprivileged children and provides programming aimed at celebrating and sharing the diversity of the community. The Chief will be expected to continue and expand community outreach efforts through neighborhood programming and services.

The current police headquarters facility has been outgrown and is not conducive to the increased use of technology. The new Chief will be a key leader in identifying financially attainable alternatives to address the space constraints in conjunction with overall Village space needs.

The Chief will need to develop a creative strategy to change public perception of the Janes Avenue neighborhood.

POLICE CHIEF QUALIFICATION CRITERIA

The Village of Woodridge is seeking high-energy, service-oriented candidates with demonstrated experience and commitment to modern management practices to continue the Woodridge Police Department's commitment to dedicated and innovative law enforcement. The following factors of education, experience, command and management style as well as personal and professional traits have been identified as ideal and necessary for the Police Chief to succeed in this position. The Police Chief is appointed by, reports to, and is evaluated by the Village Administrator. The salary range is \$96,595-\$134,138. Although it is highly desirable that the successful candidate reside in the community, residency within 30 miles of the Village is required within 6 months of date of hire.

Education and Experience

A Bachelor's degree in criminal justice, public administration, public policy, business administration or related field is required.

Candidates should have at least seven years of significant and increasingly responsible law enforcement leadership experience as a Chief Officer, Deputy Chief Officer or similar command rank in an urban/suburban unionized municipal police environment or an equivalent combination of training and senior level experience in police management.

Candidates must demonstrate a proven track record for innovation and capable state-of-the-art management techniques in providing comprehensive police and community services for the protection of life and property.

Candidates must have proven experience in developing and maintaining a positive, trusting and cooperative work environment as well as fostering a culture of fairness in dealing with all employees.

Candidates should have in-depth experience/understanding of modern police operation techniques, methods and practices related to Police Patrol, Investigations, Training, Public Education, Crime Prevention, School Liaison Programs, Gang Prevention Programs, Traffic and Pedestrian Safety Programs, Community Oriented Policing, and Administration/Management in a progressive police protection/service organization of comparable size and background to Woodridge.



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Candidates must have considerable “street” experience and the ability to relate effectively to patrol officers and the challenges they face in their daily activities.

Candidates should have thorough knowledge of the principles of personnel management, including employee/labor relations experience as well as experience with recruiting, training, promoting, and disciplining employees within a civil service environment; experience in labor relations and involvement in a union environment including negotiations, contract administration and grievance management is important.

Candidates should have experience in a community where there are a wide variety of policing issues with the ability to balance the department’s resources to effectively address those issues.



Candidates should have demonstrated leadership skills that combine employee involvement in departmental policy discussions with effective decision making. They should be a problem solver.

Candidates should be experienced in inspiring, identifying and communicating a shared vision for the police department and ensuring all employees are working toward that common ideal. Experience in strategic planning and goal setting processes along with effective implementation of goals is very important.

The Chief must actively mentor and coach the next generation of police officers who make up a significant portion of the force.

The Chief must be aware of challenges inherent to policing in a diverse community and have proactive sensitivity to the need for fairness and integrity in all aspects of policing.

The Chief must demonstrate and promote positive working relationships with other municipal departments, and have ability to discuss and address issues that cross departmental lines. The Chief should be able to demonstrate the ability to work effectively with elected and appointed officials and members of the general public.

Candidates must have experience in preparing and controlling budgets and a background in successful cost-effective administration of human and financial resources.

Candidates must have proven experience in media relations and the ability to serve as the department’s spokesperson; be able to represent the department in a positive light and, if necessary and appropriate, defend the department’s position on an issue.

Candidates should have a command of technology appropriate to modern police service operations and activities.

The Chief will demonstrate successful interactions with the business community, school officials and representatives from other units of local government. The Chief will look for opportunities to partner and cooperate with other agencies to effectively serve the community to ensure a high quality of service in a fiscally responsible manner.

Management Style and Personal Traits

Successful candidates must:

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

Prefer an “open door” policy with both staff and the public. The Chief should be a “truth seeker.”

Foster an environment of open and thorough communication with elected and appointed officials.

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Foster a culture of approachability and cooperation throughout the organization. The Chief must be transparent in terms of how decisions are reached.

Be personally committed to dealing with all persons in an impartial manner without regard for gender, race, and ethnic or socioeconomic background.

Possess extremely well-developed interpersonal communication skills including the ability to listen effectively.

Value core services, such as patrol and criminal investigations.

Set high standards for performance, customer service, community relations, productivity and initiative by departmental personnel, while retaining accountability for the actions of all police personnel.

Be a good listener who is collaborative and capable of soliciting employee participation in departmental policy discussions, and developing consensus and providing prompt and thoughtful feedback.

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.

Demonstrate a sincere commitment to the community and a desire to be active in community organizations and events.

Be politically astute but absolutely non-political in actions or behaviors.

Possess an open and friendly management style demonstrated by personally knowing all of the department's employees and having the ability to relate effectively with individuals at all levels of the organization; display a sense of humor and affability.

Have a record of fair and consistent application of departmental rules and regulations to all employees.

Have experience in creating and working in a management environment where police services are coordinated and work cooperatively with other municipal services in a team environment, being able to foster that spirit of cooperation throughout the police organization.

Be skilled in evaluating personnel performance and in evaluating the effectiveness of police service activities.

Be capable of identifying and developing supervisory and command talent in others, striving for excellence in the police service.

Have excellent written and verbal communication skills and be capable of making effective public presentations, including extensive personal or written response to public concerns and suggestions.

Be a strong leader who is able to gain the credibility and respect of Police Department personnel and others based on professional knowledge/experience and strong interpersonal skills.

Be a well-rounded individual with a good sense of humor.

Have the ability to effect an orderly transition by team building and gaining the trust and cooperation of the department's various stakeholders.

Be able to cooperatively develop and articulate a vision for the future of the Woodridge Police Department.

Woodridge Police Department

