



*Village of Maple Park, Illinois*

CHIEF OF POLICE



EXECUTIVE RECRUITMENT

The Village of Maple Park announces the recruitment and selection process for the Chief of Police for the Village Maple Park, Illinois. The candidate for the position will be a committed leader who is experienced and knowledgeable. One who will develop a positive working relationship with the Village President, Board of Trustees and Staff. A Chief that will engage with the residents and businesses in the community.

## The Village of Maple Park

The Village of Maple Park is a non-home rule community that was originally founded in 1854 with the name of Lodi, but was not incorporated until 1865. We are located 50 miles from the Chicago and the municipality is split between DeKalb and Kane Counties. Maple Park is a full-service community of 1,433 residents. Approximately half of the residents reside in DeKalb County and the other half in Kane County. The Village has four (4) full-time employees, 11 - 15 part-time employees, most of which are Police Officers. The Village is 2.35 square miles.

The Village provides the following services to its residents: Administration, Police, Public Works (streets, parks, water, sanitary and storm sewer), and Building and Community Development services. The Village contracts for information technology, legal services, solid waste collection and engineering services. Our 911 services are provided by KaneCom and the Maple Park Fire Protection District responds to calls for ambulance and fire services. The Kane County and DeKalb County Sherriff's Offices responds to our Police Calls when there are no Maple Park Police Officers on-duty.

The Village of Maple Park operates under a Council/Manager form of government. Under this system of government, a six-member Board of Trustees is elected at large on a non-partisan basis. The Trustees are elected on staggered four-year terms so that the continuity of Village municipal history and development is maintained. The Village President is also elected at-large on a non-partisan basis. Elections are held in April. Administrative authority and responsibility are held by the Village Administrator, who is appointed by the Village President with the advice and consent of the Board of Trustees. The Village Administrator oversees the annual operating budget (\$1.86 million) and an eight-year Capital Improvement Plan/Maintenance Plan, and is responsible for their administration after adoption. The Village President appoints the Village Administrator, Chief of Police, Village Treasurer, Village Clerk, Deputy Village Clerk and Public Works Director/Building Inspector with the advice and consent of Village Board of Trustees. All appointments or promotions within the Police Department shall be made by the Village Board of Trustees.

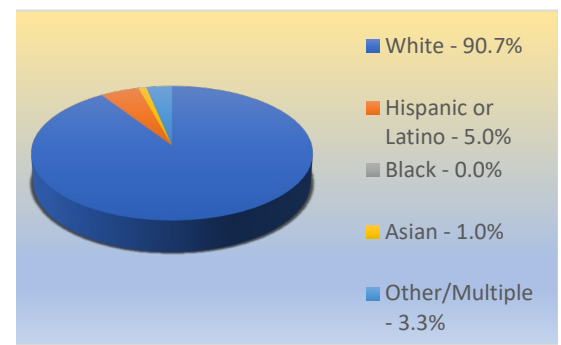
The Maple Park Police Department operates 102.50 hours per week for a total of 5,330 hours per year; there are 168 hours in a week and 8,736 hours per year. The gap in hours worked (102.50) versus actual hours in a week (168) is 66.5 hours or 5,162 hours per year are covered by the DeKalb and Kane County Sheriff's Offices in order to provide 24/7 law enforcement coverage to the Village of Maple Park.

## VILLAGE DEMOGRAPHICS

According to the 2020 Census  
Maple Park has the following:

A population of 1,433  
A total number of households 519  
An average Household Size of 2.8

The racial and ethnic breakdown is as follows:





## Police Department

The Police Department is comprised of a full-time Chief of Police, one (1) part-time Sergeant and between 11 to 15 part-time Police Officers and two (2) volunteers.

The Police Department's FY2022 Annual Budget is \$300,487 with a total of 4,628 hours budgeted for part-time Police Officers. Training hours are budgeted at 40 hours per year per Officer.

Chief of  
Police

Sergeant (1)

Police Officers  
(8 – 10)

Volunteers (2)

## MISSION STATEMENT

The mission of the Maple Park Police Department is to serve and protect all citizens of Maple Park; to preserve the life and property of its residents; to enforce the Village's laws and ordinances; and to protect the rights of all individuals to live in a peaceful and safe community. It is supported in these efforts with assistance from both the Kane and DeKalb County Sheriff's Departments.

The Village of Maple Park Police Department participates in events and activities that enhance the relationship with the community. Department activities include participating in the Fun Fest and Kaneland High School Homecoming Parades and the Cop on Top Special Olympic Fundraiser event.

The Department works to reach out to Maple Park residents and businesses through its page on the Village website and on the Maple Park Police Facebook page.

### Statistical Information

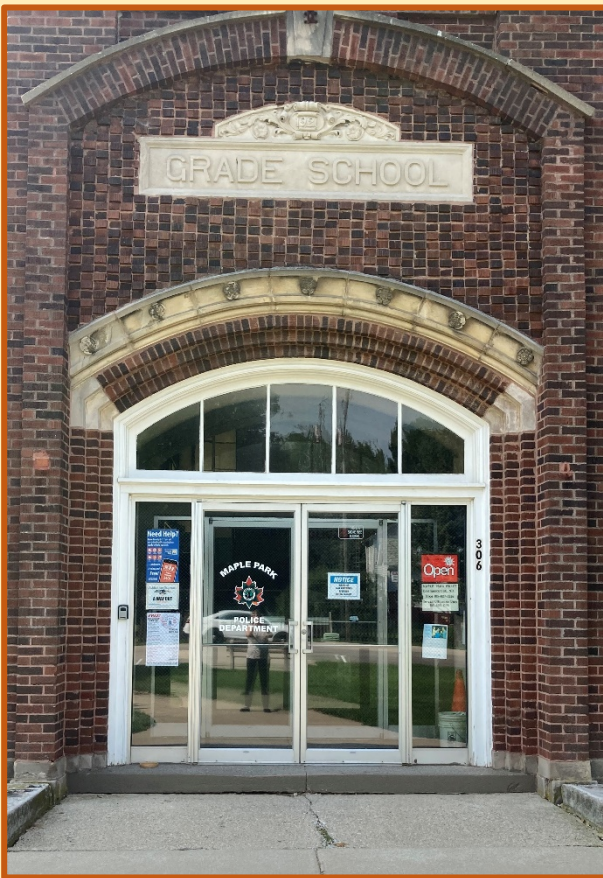
Calls for Service		
Jurisdiction	# of Calls for Service 2018	# of Calls for Service 2019
DeKalb County	49	76
Kane County	2,232	1,981
Village of Maple Park	303	498
<b>TOTAL</b>	<b>2,584</b>	<b>2,555</b>

Part 1 Offenses			
Crime Type	2018	2019	2020
Murder	0	0	0
Criminal Sexual Assault	1	2	0
Armed Robbery	0	0	0
Aggravated Assault/Battery	2	1	1
Burglary	1	0	2
Theft	3	10	5
Motor Vehicle Theft	0	0	0
Arson	0	0	1
Burglary to Motor Vehicle	1	3	2
<b>TOTAL</b>	<b>8</b>	<b>16</b>	<b>11</b>

## The Next Maple Park Chief of Police

As the chief executive officer of the Police Department, the Chief of Police is responsible for the hiring process and training oversight of all Police Officers, plus the authority and responsibility for the fiscal management of the Department. The Chief of Police shall ensure that the Department fully participates in completing the vision of the Village President and Board of Trustees. The Chief of Police executes all directives of the Village Administrator's Office, to whom the Police Chief reports, and issues such orders to the Department as she/he may be required for proper enforcement.

The Chief works with the Public Works Director/Building inspector on code enforcement activities and is supported by a part-time Sergeant and the part-time Village Accountant/Village Treasurer and the part-time Village Clerk for payroll, accounts payable, code enforcement documentation and fine collection. The Chief also serves as the Emergency Management Agency Director for the Village.



## Challenges and Opportunities

The Maple Park Police Chief must be willing to embrace and enhance community involvement and engagement. The new Chief will be charged with advancing the organization to new levels of success.

Maple Park, as a small community with limited resources, finds that it is difficult to attract and retain qualified officers. The new Chief will have the opportunity to build a working relationship with the community and to find new innovative ways to recruit, train and retain officers.

Maple Park is split between DeKalb and Kane Counties. Being located at the edge of both counties also creates a challenge in increased response times when calls for service are received by the counties when the Village does not have any officers on duty.

## Ideal Candidate

The Village of Maple Park is committed to finding just the right person to be its next Chief of Police. The next Police Chief will be a strong leader who will lead by example and be the model officer who is extremely knowledgeable in policing. She/he will be dedicated and someone who inspires the staff while being someone the community can look up to with a high level of honesty and integrity. The ideal candidate will be committed to excellence and to the community. The Village Board is looking for longevity from the next candidate to range between four (4) and 10 years to ensure consistency and continuity within the Department and during Village Board transition years.

It is important to the Board that the Chief understand the small town culture, that she/he be an outstanding communicator with an open mind and listening will be the key. Not all decisions will be popular, but the Chief will not waiver and will fairly and equitably enforce the laws.

The ideal candidate will have experience working with other agencies at the municipal, county, State and Federal levels. She/he will spend time with Department employees and in the community making new contacts and chatting with "old friends". She/he will be open, always seeking to do things better.

Personally, the ideal candidate will be approachable, persistent, friendly and responsive. The Chief should be someone who people can be comfortable with and want to be around. She/he shall have outstanding people and problem-solving skills. Will be a forward thinker, a planner and out-of-the box thinker and be open to new ideas and technology. The outgoing Chief has modernized the Department through the installation of a records management system, in-squad video cameras, implented the use of StarComm radios and is currently is in the process of updating the General Orders and installing new mobile data terminals in the squads. The new Chief will be responsible for additional compliance with the recently passed Police Reform Bill, including, but not limited to body-worn cameras and additional training requirements and the Board would like to see the the Drop-In Center for the youth of the Village re-established.

## Candidate Qualifications

- Must have graduated from an accredited four-year college or univeristy with a bachelor's degree in criminal justice.
- Minimum 10 years of law enforcement experience
- Minimum six (6) years of progressively responsible supervisory and administrative experience in law enforcement, including at least two (2) years in a senior management position.
- Completion of a professional leadership program such as the Northwestern School of Police Staff and Command, the F.B.I. National Academy, and/or a related graduate degreee.
- Basic Academy Training Program Certificate awarded by the Illinois Law Enforcement Training and Standards Board.
- A valid Illinois Firearms Owners Identificaton Card (FOID) and a valid Illinois Class D Driver's License.
- Have excellent oral and written communication skills with the ability to effectively communicate openly and clearly with the Village President, Board of Trustees, Village Administrator, community leaders, local organizations and businesses, the media and Village Staff.
- Must be a proven leader, committed to the growth and development of the Department.
- Have experience in the development and implementation of a Department Plan; developing, articulating and carrying out Department goals. Be available for and make presentations to the community as an "emissary" for the Village of Maple Park; have the appropriate balance of time spent internally and externally.
- Have the ability to formulate an effective means to evaluate, recognize and develop personnel through a consistently applied career development program; to provide succession planning and leadership development in the Department; to identify and develop future leaders in the Department.

- Have thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment, municipal ordinances and then apply them equally and fairly throughout the community.
- Be proactive in addressing criminal activity while maintaining and enhancing community engagement.
- Be capable of evaluating the workload at all levels of staffing to make the best use of Department resources.

## Compensation

The salary range for the position would be \$52,000 to \$55,000 +/- DOQ plus a health insurance and emergency management stipend and deferred compensation.

## How to Apply

Applicants should submit a resume, cover letter and five (5) references plus complete the Village of Maple Park Job Application to the attention of:

Village Administrator Dawn Wucki-Rossbach  
Village of Maple Park  
302 Willow St.  
Maple Park, IL 60151  
(815) 827-3309

E-mail your resumes to [dwrossbach@villageofmaplepark.com](mailto:dwrossbach@villageofmaplepark.com) by 12:00 Noon on Friday, October 29, 2021. Faxed and mailed resumes/cover letters/references and applications will not be considered.

A copy of the Chief of Police Job Description and Village of Maple Park Job Application Form can be found by accessing this link: <https://villageofmaplepark.org/2021/10/chief-of-police-job-posting/>

## The Process

Applications will be screened the week of November 8<sup>th</sup>. Finalists will be selected and interviewed on November 16, 2021. A selection will be made shortly thereafter. Applicants are subject to a thorough background check and will be required to complete a post offer physical and drug and alcohol screen.

## Other Important Information

The Village is an Equal Opportunity Employer and strongly encourages women, minorities and veterans to apply.