



THE CITY OF **WOODSTOCK** *Illinois*

RECRUITMENT PROFILE **CHIEF OF POLICE**



The City of Woodstock, Illinois is a true Midwestern city where community and quality of life are values revealed in every street and sidewalk. Beginning in the center of its historic Square and moving out to its farm-cushioned edge, Woodstock is truly unique, a place its citizens are proud to call home.

This Recruitment Profile provides background information on the Community and City of Woodstock municipal operations, and outlines factors of qualification and experience identified as necessary and desirable for Candidates for the Chief of Police position. Importantly, this Profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and employment consideration.

All inquiries, but not candidate submissions, relating to the recruitment and selection process are to be directed to the attention of:

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Human Resources Director
City of Woodstock
121 W. Calhoun Street
Woodstock, Illinois 60098

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COMMUNITY BACKGROUND

History

Woodstock is located in McHenry County, Illinois, 55 miles northwest of Chicago. Originally the town was called Centerville to attract the seat of McHenry County government in 1842. The Centerville site was chosen when Alvin Judd donated a two-acre public square for county offices. The square became the hub of a city plat recorded in 1844. In 1845, the name was changed from Centerville to Woodstock, named after the Vermont birthplace of an early settler, Joel Johnson.



Woodstock was incorporated as a city in 1852 and received city status in 1873. The imposing Greek revival-style courthouse, now owned by the City, stands next to the square, was built in 1857, and now houses the Old Court House Arts Center and other businesses.

In 1855 the Chicago and North Western Railroad passed through Woodstock. Farmers could then send their dairy products quickly to Chicago. The Borden Company opened a dairy processing plant, one of the world's largest.

Woodstock was home to two typewriter factories, Emerson Typewriter Company and Oliver Typewriter. By 1922, about half of the world's typewriters were made in Woodstock.

In 1887 a jail was built on the square. In 1890 a combined city hall, library, firehouse and theater (opera house) was built on the square. The historic opera house, owned and operated by the City, has been in continual operation since that time and today features plays, concerts and other entertainment. Such notable actors as Orson Welles, Paul Newman, Tom Bosley, Betsy Palmer, Geraldine Page, Shelley Berman, and Lois Nettleton began their theatrical careers on the Opera House Stage.

Industrial activity generally declined in Woodstock after World War II. Yet, with reliable rail commuter transportation, the area became a destination for new residents fleeing Chicago's congestion. Residential construction boomed after the 1960s, bringing with it both economic prosperity and a lamented loss of a rural atmosphere. The revitalization of Woodstock's square, prominent in the 1993 movie *Groundhog Day*, displayed this growing prosperity. Population grew from 14,353 in 1990 to 24,770 by 2010.

Woodstock Today

As the City motto states, Woodstock is "*True to its past and confident of its future.*" Woodstock is the centerpiece of the region's visual and performing arts community. In the downtown square, there are more than 500 performances at the Woodstock Opera House. The Park in the Square hosts the Woodstock City Band, a tradition of over 125 years, as well as the Farmers' Market open for business every weekend during the summer. Square restaurants offer outdoor dining during the summer and cozy indoor fares in fall and winter.



Woodstock consistently demonstrates its commitment to quality education. Community Unit School District 200 offers two high schools, the newest of which graduated its first class of seniors in 2011. The district also offers two middle schools, six elementary schools, the Verda Dierzen Early Learning Center and Clay Academy. Additionally, Woodstock is home to St. Mary Catholic School and Marian Central Catholic High School. The community supports a state-of-the-art public library, complete with children's center, reading room, internet access and community room. Just a few short miles from McHenry County College, Woodstock offers easy access to traditional college courses, as well as numerous adult education classes.

The City is also home to the Challenger Learning Center. Dedicated as a memorial to the crew of the ill-fated Challenger space flight, the Center provides science exploration and team building programs for youth and adults alike. The site also hosts the Woodstock Center of nationally known Aurora University, now offering an M.B.A. in Leadership and an M.S. in Nursing.

With nearly 550 acres of parkland and many more acres of open space, Woodstock demonstrates a strong commitment to maintaining its individual character and identity within a larger growing region. Through partnerships with the McHenry County Conservation District, The Land Conservancy and the Environmental Defenders of McHenry County, the City actively works to conserve and preserve precious natural resources. And for those interested in sports and recreation, the City offers the Woodstock Water Works aquatic center; the Woodstock Recreation Center, with a full range of health and fitness equipment and programs; a 2.5 mile walking/running path in Emricson Park; and numerous soccer fields and ball diamonds throughout the City for both leagues and families to enjoy.

CITY GOVERNMENT

The City is governed by a Mayor and six City Council members. All are elected at-large on a non-partisan basis for staggered four-year terms. The City of Woodstock operates under the statutory Council-Manager form of government. In addition the City has a number of involved advisory Boards and Commissions.



CITY ADMINISTRATION

The City employs a Professional City Manager, appointed by the City Council. Roscoe Stelford, City Manager, is the Chief Administrative Officer and is solely responsible for the selection of all Department Directors, including the Chief of Police and the contracted City Attorney. The City currently employs 143 full-time, 18 part-time and 242 limited part time and seasonal

employees. The departments of the City are the Office of the City Manager, Building and Zoning, Economic Development, Finance, Human Resources, Library, Opera House, Police, Public Works, and Recreation.



POLICE DEPARTMENT INFORMATION, STABILITY AND ACCOMPLISHMENTS

- FY15/16 Departmental Budget of \$4.7 million; FY15/16 City Budget of \$32.0 million
- Department staff of 50 FT positions (37 sworn, 13 civilian), 3 PT positions and 8 LPT positions. Sworn staff includes K9 Officer, School Resource Officer and DARE Officer
- Staff includes multijurisdictional SWAT Officer and multijurisdictional Drug Task Force Officer (under consideration for FY16/17)
- Department responsible to Police a diverse community of approximately 35% minority residents with varying socioeconomic status
- Two Collective Bargaining Units represented by FOP – Patrol Officers and Telecommunicators & Records Clerks
- 2014 Crime rate of 1,562 crimes per 100K with total crime index of 394
- Woodstock Officer Adam Schraw awarded 2012 McHenry County Police Officer of the Year Award
- Repeated top finishes in Illinois Traffic Safety Challenge

VISION AND MISSION

The City of Woodstock is a community that respects and values quality neighborhoods and complementary commercial sectors enhanced by its surrounding natural environment. The Police Department upholds this by participating in a permanent beat program to enhance community policing priority. The mission of the City government is to provide high quality municipal services in a cost-effective manner. The City Council, through its policies, programs and actions, seeks to plan, encourage and

maintain high quality neighborhoods complemented by a vibrant downtown and strong commercial sector within a balanced use of land and transportation resources. The City is committed to protecting and preserving its environmentally sensitive lands and green spaces as it faces the development of open land.



CANDIDATE QUALIFICATIONS

The current Chief of Police, Robert Lowen will retire as of June 3, 2016 after nearly 11 years of dedicated service to the City and 45 years in law enforcement. The ideal Candidate for the Chief of Police position will combine education, experience and a proven record of success in innovation and forward thinking resulting in reduction of criminal activity. The following factors of education, experience, expertise, leadership and management style have been identified as ideal attributes for the Chief of Police to possess in order to function effectively in the position.

Education and Experience

Master's degree in Criminal Justice, Police Administration, Public Administration or a related field.

A minimum of five years of progressively responsible command level experience in law enforcement or related work with three years of supervisory experience.

Graduate of Northwestern SPSC, the FBI Academy or SPI's Command Officers Development Course.

Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

Expertise

Strong background in modern policing skills and community oriented policing including formulating policies, procedures, regulations and methods in support of such.

Demonstrated track record in addressing the reduction of criminal activity.

Solid technology skills, including MS Office suite of products and internet familiarity.

Ability to carry out City Manager's directives regarding interpretation of and adherence to City policies, ordinances and State statutes.

Ability to maintain strong relationships with other governmental and non-governmental organizations and community groups.

Ability and willingness to attend, host and/or create community interaction opportunities/meetings. Be a willing participant and/or take a leadership position in community outreach efforts.

Experience in conducting research and analysis of data, information, budgets and/or reports to prepare recommendations in relation to a wide variety of financial, complex, and/or controversial issues. Experience in preparing reports and budgets for review by City Manager.

Experience in representing local government interests in both maintenance of and negotiation for employee bargaining agreements.

Ability to continue to foster operational excellence internally and externally while continuing to address State mandates that impact Police Departments such as the current State Mandate of Radio Consolidation.



Leadership and Management Style

Experience and ability to lead and manage our Police Administration team and command staff consisting of Deputy Chief of Police, Office Manager and 8 Sergeants, delegate tasks, set priorities, and hold staff accountable for achieving both Police Department and City goals and objectives.

Be a strong leader and complement the City's current team of Directors.

Be an excellent communicator, a "people person" who will listen to others, including residents, employees, businesses, etc. and discuss City Police matters with them respectfully and openly.

Lead and motivate by example, with complete integrity, demonstrating an inherent sense of professional and personal ethics.



PROFESSIONAL ANNOUNCEMENT

The following, or similar, text has been released for insertion in appropriate professional publications and internet sites.

CHIEF OF POLICE

Woodstock, Illinois

Woodstock, an established, charming historic community of just less than 25,000, located 55 miles northwest of Chicago on Metra rail, seeks an experienced professional to serve as our next Chief of Police. The position serves as the administrative head of the Police department to manage, oversee, provide leadership for and ensure efficient operation of all City Police services including, but not limited to, the enforcement of laws and ordinances, crime prevention and law enforcement assistance for the protection of life and property.

Minimum qualifications: Master's degree in Criminal Justice, Police Administration, Public Administration or a related field. A minimum of five (5) years of progressively responsible command level experience in law enforcement/related work and a minimum of three (3) years of supervisory experience. Any combination of education and experience that provides equivalent knowledge, skills, and abilities will be considered. Solid communication, leadership, team building, and long range financial, and

strategic planning skills are required. The position provides an excellent benefits package with a salary range of \$87,690(min)-\$111,903(mid)-\$136,117(max) with the chosen qualified finalist likely being compensated within the lower top half of this range.

A position profile and required application materials may be obtained and downloaded from the City of Woodstock website: www.woodstockil.gov under Employment Opportunities.

Those interested and qualified, should apply electronically at once, in confidence, with a completed job application, cover letter, résumé, three (3) professional references, and salary history to:

humanresources@woodstockil.gov

Application materials will be accepted until March 1, 2016.

The City of Woodstock is an Equal Opportunity Employer and reserves the right to select only the most qualified applicants for an interview.

RECRUITMENT PROCESS

The City anticipates a multipart recruitment process that shall serve to progressively define candidates whom the City wishes to consider further for our Chief of Police position. Please note that not all candidates will be asked to participate in each of these processes if the City does not wish to consider them further. The overall recruitment process shall include, but not be limited to:

- ✓ Review and consideration of submitted job application, cover letter, résumé, three (3) professional references, and salary history
- ✓ Completion and submission of a written self-assessment inventory providing written answers to 4-5 questions
- ✓ Completion of in-person interviews, perhaps at multiple stages of the recruitment process
- ✓ Completion of a group exercise with other candidates
- ✓ Completion of in-person individual written exercises
- ✓ Complete background and reference check with possible further assessment

**POLICE DEPARTMENT – ORGANIZATIONAL CHARTS
(OVERALL, FIELD OPERATIONS/PATROL, SUPPORT SERVICES)**

**WOODSTOCK POLICE DEPARTMENT
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