



# LAKE FOREST, ILLINOIS **CHIEF OF POLICE**



# LAKE FOREST, ILLINOIS CHIEF OF POLICE

## THE POSITION IN BRIEF

The Chief of Police is the duly sworn law enforcement executive in charge of overseeing the City's police department. The Chief works closely with the City Manager, Mayor, City Council, and other community stakeholders to ensure that state laws and local ordinances are enforced in the pursuit of public peace and safety. The Chief manages a workforce of 56 personnel, which includes civilian personnel, and a budget of approximately \$13,047,086. The incumbent Chief recently retired after serving the City for 30 years, the last eight as Chief of Police. The police department has 40 sworn officers, including the Chief, two Deputy Chiefs, four Commanders, three Sergeants, seven full-time civilian positions including a Social Worker, six part-time Community Service Officers, and three part-time Crossing Guards. Police Officers are organized into one bargaining unit represented by the Metropolitan Alliance of Police (MAP). The City and MAP are set to approve a new four-year contract. Sergeants are not part of the collective bargaining unit. The Department responded to 395 Group "A" Crimes in 2023, the largest number of which were property and fraud related.

The City Manager recommends candidates for the Chief of Police to the Mayor, who, with the City Councils' advice and consent, has the authority to appoint the Chief of Police. The next Chief will be successful by supporting the City's ongoing public safety mission to provide vision, stewardship, and valued services, above and beyond the norm while fostering a vibrant community culture to preserve and protect our residents' quality of life.



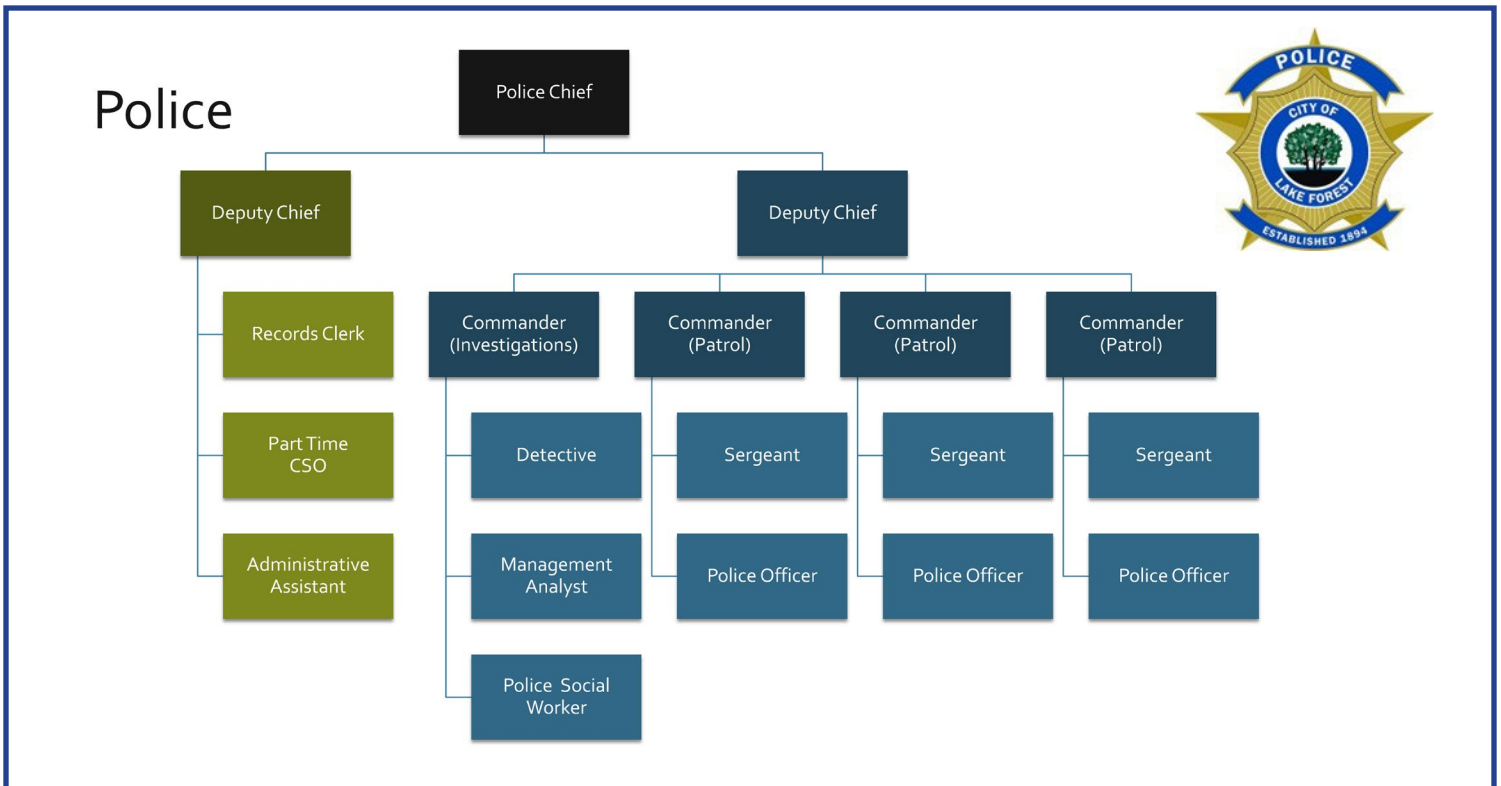
# THE POLICE DEPARTMENT

The police department has 40 sworn officers, including the Chief, two Deputy Chiefs, four Commanders, and three Sergeants. Additionally, the department has one Social Worker, one Administrative Assistant, one Management Analyst, four Records Specialists, six part-time Community Service Officers, and three part-time Crossing Guards. Police officers are organized into one bargaining unit represented by the Metropolitan Alliance of Police (MAP). The City and MAP are set to approve a new four-year contract. Sergeants are not part of the collective bargaining unit.

Dispatch services are provided by Glenview Public Safety Dispatch Center, a regional public safety answering point. The department participates in multiple multi-regional mutual aid organizations including NIPAS (Northern Illinois Police Alarm System) and the Lake County Major Crimes Task Force.

The department has demonstrated the importance of being progressive as it relates to mental health, both with the community and in support of police personnel. Within the past several years the department transitioned from a contract social worker model to a full-time social worker employed by the City.

The police department believes strongly in professional policing and delivering a high level of service to the community. Department members believe in the critical importance of partnering with the community to identify and solve community problems to maintain and enhance the quality of life in Lake Forest. The department consists of three different sections: patrol, investigations, and records.



## 2023 QUICK FACTS

**Calls for Service**  
**11,761**

**Traffic Stops**  
**3,679**

**Felony Adult Arrests**  
**26**

**Felony Juvenile Arrests**  
**0**

**Misdemeanor Adult Arrests**  
**152**

**Misdemeanor Juvenile Arrests**  
**1**

**Total Arrests**  
**179**

**Annual Operating Budget (FY 2025)**  
**\$13,047,086**

## THE COMMUNITY

A picturesque community located high on a bluff overlooking Lake Michigan, Lake Forest is one of the eight suburban communities north of Chicago that are collectively referred to as "the North Shore." Less than 30 miles from downtown Chicago, Lake Forest's 19,367 residents are spread over 16.8 square miles with approximately 95% of the area being zoned single-family residential.

Lake Forest is nationally renowned for the quality and character of its architecture, whether erected for residential, religious, educational, or public purposes. Lake Forest is home to more than 1,200 businesses, from small boutique shops in its thriving Market Square to corporations in Conway Park, including the Chicago Bears, Abbott, Pfizer, Reynolds Consumer Products, Trustmark, and many others.

Located in downtown Lake Forest, Market Square was constructed in 1916 and is reported to be the first shopping center in the United States. Today, Market Square encompasses many nationally recognized retail businesses as well as unique specialty stores.

The City is home to Lake Forest College, a highly regarded private liberal arts college, Lake Forest Graduate School of Management and Northwestern Lake Forest Hospital, a world-class medical institution. It is also home to a thriving theater life, a beautiful lakefront beach, thousands of acres of preserved open space and 30 miles of trails.

With a world-class beach, 17 beautiful parks, new state-of-the-art athletic field facility, a thriving youth organization and a multitude of adult programs, Lake Forest provides an excellent opportunity to enjoy recreational activities.





## ANNUAL COMMUNITY EVENTS

- Easter Eggstravaganza
- Fred Jackson Golf Classic
- Meet the Fleet
- Festival & Fireworks
- Outdoor Concerts
- Lake Forest Day
- The Deer Path Art League Art Fair on the Square
- Lake Forest Open Lands' Bagpipes & Bonfire
- The Classic Car Show
- Halloween Tricks & Treats
- Tree Lighting Holiday Celebration



## GOVERNMENT BACKGROUND

The charter under which the City of Lake Forest was incorporated provides advantages not available to cities incorporated under the general statutes enacted by the legislature after the adoption of the 1870 Illinois Constitution. The main advantage is that the charter permits Lake Forest to be administered efficiently and economically with a minimum number of separate government bodies. The City Council is the legislative and policy-making body. It includes the Mayor and eight Aldermen, two from each of the City's four wards. The Mayor is elected biannually for a two-year term and Aldermen are elected to staggered two-year terms, with one Alderman elected from each Ward annually.

The City has a \$122 million total budget, which includes a \$42 million general fund budget. Lake Forest is a fullservice city, including police, fire, public works, water production plant, community development, finance, human resources, communications and community engagement, innovation and technology, parks and recreation, senior center, youth center, cemetery, and golf course. The City has 216 full-time employees, and a strong commitment to fiscal stewardship. The City Council embraces long-term planning, including aggressive infrastructure and pension funding strategies. Rather than making short-term fixes, the City makes decisions with the best long-term interests of the entire community in mind.

The City is known for its community responsiveness, commitment to public health and safety, sensitivity to quality of life and conservation, fiscal responsibility, and promotion of cooperation and respect among residents, businesses, and government. The community and organization values equity, diversity, and inclusion. While the organization is reflective of the community, the City of Lake Forest has identified the goal of improving diversity within its employee population.

**Mission Statement** "Be the best-managed, fiscally responsible and appealing community and promote a community spirit of trust, respect and citizen involvement."

**Vision:** The City will preserve its character and quality of life and be responsive to the changing needs of the residents in a fiscally responsible manner. The City will be an outstanding example of a well-managed, planned community which protects and enhances its rich heritage, architecturally significant buildings, residential neighborhoods, natural resources, open spaces, and recreational areas.

## COMMUNITY RECOGNITION

The City of Lake Forest is committed to fiscal stewardship and has also been recognized by the National Government Finance Officers Association (GFOA) as a "Triple Crown" winner for being awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting, the GFOA Distinguished Budget Presentation Award, and the GFOA Popular Annual Financial Report Award.



## LOCATION

The City of Lake Forest is approximately 16.8 square miles, is located less than 30 miles from downtown Chicago. The western boundary of the City is the Illinois Toll Road (I-94) with three interchanges serving the City. With two Metra commuter railroads, the divided four-lane U.S. Route 41 (which connects to the Edens Expressway on the south and Wisconsin 1-94 on the north), scenic Green Bay Road, Sheridan Road (Illinois 42), the four-lane Waukegan Road (Illinois 43), and the above-mentioned Illinois Toll Road, the transportation arteries serving Lake Forest are exceptional.

## COMMUNITY DEMOGRAPHICS

Population:	approximately 19,367 (2020 Census)
Median Age:	47.4 (2016-2020 ACS)
Households:	7,203 (2016-2020 ACS)
Median Household Income:	\$189,118 (2016-2020 ACS)
Average Home Value:	\$818,000 (2016-2020)

Race: White alone 85.1%, Black or African American alone 1%, American Indian, or Alaska Native 0.7% Asian alone 6.5%, Native Hawaiian or Other Pacific Islander 0%, two or more races 5.4%, Hispanic or Latino 4.8%, White alone, not Hispanic or Latino 82.8% (2022 Census).

## PROXIMITY TO AIRPORTS

O'Hare International Airport  
24 miles

Midway International Airport  
42 miles

Chicago Executive Airport  
16 miles



## BUSINESS AND INDUSTRY

Many global companies call Lake Forest home. These include:

- Abbvie
- FramGroup
- Trustmark
- Idex
- icumedical
- Abbott
- OMRON
- BankDirect
- JLL
- Hefty
- Pfizer
- Reynolds Consumer Products

Lake Forest is also home to Northwestern Lake Forest Hospital, a world class medical institution. The Chicago Bears practice facility and corporate offices are in Lake Forest.



© Lake Forest Hospital

## AREA EDUCATION

Lake Forest offers exceptional educational opportunities at all levels. The City is home to Lake Forest College, a highly regarded private liberal arts college with 1500 students, Lake Forest Graduate School of Management, and multiple other private institutions. Additionally, Districts 67 and 115 serve the Lake Forest, Lake Bluff, and Knollwood communities. Approximately 1,400 students attend Lake Forest High School.





## CITY GOVERNMENT

**City and Government Staff:** The City operates under a Council Manager form of government. The City Council is the legislative and policymaking body and includes the Mayor and two Aldermen from each of the City's four wards. The Mayor is elected biannually for a two-year term and Aldermen are elected to staggered two-year terms, with one Alderman elected from each Ward annually.

The City of Lake Forest operates under the council manager form of government with the day-to-day operations of the City in the hands of a full-time, professional City Manager who is appointed by the Mayor with the approval of the City Council.

**Departments:** In addition to the Police Department, Lake Forest is a full-service city, including fire, public works, water production plant, community development, finance, human resources, communications and community engagement, innovation and technology, parks and recreation, senior center, cemetery, and golf course. The City has 216 full-time equivalent employees, and a strong commitment to fiscal stewardship.



## CHALLENGES, OPPORTUNITIES AND EXPECTATIONS

The new Chief of Police will need to possess and demonstrate exceptional leadership and communication skills. The Chief should honor and respect community history and expectations; however, the Chief of Police must be a visionary who focuses on tomorrow rather than the past.

The Chief will be actively engaged in the professional development, mentorship and overall investment in police personnel which are much more than the Department's most important resources; they are indeed their essence.

The Chief of Police must lead by example, showing respect for everyone regardless of socio-economic status, race, creed, gender, or sexual orientation.

The next Lake Forest Chief of Police will have an approachable and available management style encouraging effective communications among the staff of the police department, other municipal employees, and the community at large. The Chief will regularly demonstrate active listening skills and will seek information and input and welcome and encourage diversity.

The Chief will have an excellent reputation and demonstrate a high level of personal and professional honesty and integrity. The Chief will be positively recognized in the law enforcement profession and possess the highest moral character.

As the City of Lake Forest continues to grow and evolve, the City recognizes the importance of providing the Police Department with state-of-the-art facilities to

support their critical mission of serving and protecting the community. The City is in the process of acquiring Class A office building constructed in 2008 for adaptive reuse as a new police station. The next Chief of Police will have the unique opportunity to lead the planning and design for a new police station from concept to completion, working closely with city leaders, architects, and community stakeholders to bring a vision for a modern and efficient police station to life.

The Chief will be a strategic thinker, anticipating issues or trends and will be open to new approaches and technologies while understanding the needs of the City of Lake Forest as a whole and the region's public safety community. The Chief will have experience with and/or commitment to collaborating with other law enforcement agencies and mutual aid groups, including fire personnel.

Successful candidates will have a history of collaboration, cooperation, relationship building and teamwork. They will have a proven history of practicing the principles of 21st Century Community Policing and building community problem solving partnerships. They will be committed to training, professional development and community engagement.

The next Chief will be a person who values employees' physical and mental health and wellness.

The next Chief of Police should also possess the willingness to challenge the status quo and make changes if needed. The ideal candidate should demonstrate leadership skills worthy of being emulated by the members of the Lake Forest Police Department.

*Proposed location for new police station*



## DESIRABLE CHARACTERISTICS

The City is seeking an adaptable law enforcement professional with an ability to provide a strategic and contemporary approach to policing. The ideal candidate will have an inclusive managerial style, as well as clear, concise, and open communication skills.

The successful candidate will:

- Possess and exhibit outstanding communication skills.
- Be adept at combining an adaptive management style with authentic leadership, and an ability to work with a variety of stakeholders.
- Be able to thoughtfully represent the interests of the department and the City, with a high level of community engagement.
- Demonstrate an inclusive and collaborative leadership and management style.
- Be open and available to Police Department staff and City employees by using an effective communicating philosophy, seeking input, and welcoming differing perspectives.
- Commitment to continued training, professional development, and community engagement.
- Demonstrated experience building successful partnerships with community stakeholders.
- Proven history of practicing the principles of 21st Century Community Policing and building community problem solving partnerships. Demonstrated experience receiving positive outcomes applying problem solving approaches within the community.
- Knowledge and experience with media relations, including experience and support of the use of social media as an opportunity to engage Police Department stakeholders and promote the mission and goals of the Department.
- History of intergovernmental cooperation and relationship building.
- Experience interacting and collaborating with other law enforcement agencies and mutual aid groups.
- Sufficient experience to review organizational structure, staffing, and personnel assignments and make changes when appropriate, to ensure departmental capability to carry out its mission and responsibilities.
- Experience in addressing internal organizational and personnel issues present in most police agencies as well as having demonstrated ability in addressing these problems in a positive, professional, timely and impartial manner.
- Strategic thinker, anticipating issues or trends and must be open to new approaches and technologies while also understanding the needs of the City and of the region's public safety community.
- Well-developed financial management skills, knowledge and/or experience capital planning and organizational management and a clear understanding of resource and budgetary limitations while avoiding micromanagement.
- The Chief should have experience in labor/management interactions and succession planning, and a commitment to continued professional development of all members of the Police Department.
- Excellent writing and public speaking skills and the ability to adjust one's approach based upon the audience.
- Excellent reputation and a high level of honesty and integrity.

Candidates should also have an equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities, as outlined below:

- 15 years of service in law enforcement, including five years of supervisory and/or administrative service experience in a full-time, paid police department.
- A bachelor's degree is required, public administration, business, finance, or criminal justice ideal; a master's degree is preferred.
- Leadership training such as the F.B.I. National Academy, Northwestern University's School of Police Staff and Command, Police Executive Research Forum Senior Management Institute For Police, Leadership In Police Organizations, or similar programs is required.
- Successful candidates will possess or be able to obtain a valid Illinois driver's license. They will be certified by the Illinois Law Enforcement Training and Standards Board or be eligible for such certification.

# COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

The salary range for this position is \$180,000 to \$195,000. Appointments within the range will be made depending on the qualifications of the selected candidate. A generous benefit and retirement package is also offered by the city, details which are available at the City of Lake Forest website. Residency is not required.

The organization prides itself on its commitment to customer service and collaboration. Staff have a lot of daily interaction with one another and report strong interdepartmental relations. The City's organization strives to be a workplace of choice, and City staff possesses a high-output work ethic.

The Mayor and City Council possess a strong respect for City staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.

Lake Forest is an Equal Opportunity Employer. The organization seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, and veterans to apply.

## HOW TO APPLY

Candidates should apply by June 14, 2024 with resume cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Marc Hornstein, and Jon Fehlman at GovHR USA/MGT, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240. The City is an Equal Opportunity Employer.

