# ST. CHARLES, ILLINOIS
# CHIEF OF POLICE

MGT

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# 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 Administrator, 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 85 personnel, which includes civilian personnel, and a budget of approximately $17,848,122. The Police Department has been a CALEA Flagship Agency since 1989 and will complete its eleventh accreditation in November of 2025.

The police department has 60 sworn officers, including the Chief, two Deputy Chiefs, three Commanders, seven Sergeants, and nine full-time civilian positions. The department also employs part-time Police Records Specialists, Assistants, and Crossing Guards. Police Officers and Sergeants are organized into two bargaining units represented by the Metropolitan Alliance of Police (MAP). Dispatch services are provided by Tricom Central Dispatch, a regional public safety answering point. The Department responded to 1,021 Group "A" Crimes in 2024, the largest number of which were property and fraud related.

The Chief of Police is appointed by the Mayor with consent from the City Council and reports to and is evaluated by the City Administrator. 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.

## CITY GOVERNMENT

St. Charles has an Aldermanic City form of government, which consists of 10 Alderpersons, a Mayor, and a City Administrator. The Alderpersons and Mayor are elected officials who serve four-year terms. The City of St. Charles is divided into five wards. Two Alderpersons from each ward are elected to represent their ward on the City Council and serve staggered terms. The City Clerk and City Treasurer are elected at large.

The City Council is responsible for establishing policy, passing ordinances, and adopting the budget. The Mayor appoints the City Administrator and department directors with the advice and consent of the City Council. Other offices and vacancies are filled by appointment by the Mayor, with the advice and consent of the City Council.

## THE COMMUNITY

The City of St. Charles is a vibrant city located 35 miles west of Chicago in the scenic Fox River Valley of Kane County. With Award winning schools and parks, unique architecture, and a lively downtown centered around the natural beauty of the Fox River, St. Charles earned its nickname, "The Pride of the Fox." St. Charles is a destination for food, fun, and entertainment. With a population of just over 33,000, the community encompasses 14.61 square miles and has a variety of residential housing types and a thriving commercial/industrial base.

The City is guided by the three driving principles in its mission: Service. Tradition. Community. There are more than 2,000 businesses that employ about 28,000 people. The City of St. Charles has had great success with its downtown development, a result of careful planning and investment by the City and the business community. This has resulted in St. Charles serving as an entertainment hub for the region with numerous restaurants, theaters, and shopping.

The City boasts three unique shopping districts: Downtown, the East Gateway, and the West Gateway. With Randall Road and four state highways traversing the community (Routes 64, 38, 25, and 31), St. Charles is easily accessible from the Chicagoland area.

St. Charles provides an excellent opportunity to enjoy recreational activities with 64 parks, 50 miles of trails, 13 forest preserves, and the Fox River.

# COMMUNITY HISTORY

## Significant Milestones in St. Charles' History

- In 1833, Evan Shelby explored the Fox Valley and claimed a site which was to become St. Charles.
- In 1834, Evan Shelby, Ira Minard, and Read Ferson founded the town and named it Charleston after a town in Mr. Ferson's home state of Vermont. The town name was changed to St. Charles because there already was a town called Charleston in downstate Illinois.
- In 1861, Camp Kane was created as a major union training facility first for the 8th & 17th Illinois Cavalries in the Civil War. This area would later become Langum Park.
- In 1874, St. Charles became incorporated with Dr. James K. Lewis as the first mayor.
- The first bridge across the Fox was built in 1836 and was 18 feet wide. The bridge had been destroyed and rebuilt three times through 1857.
- Lester Norris invested $500,000 to build the Arcada Theatre which opened on Labor Day in 1926.
- Built by Colonel Edward J. Baker, the Hotel Baker opened its doors on June 2, 1928.
- On May 20, 1912, Pottawatomie Park opened; the first to open under a new Illinois Parks Act.
- Ground was broken in July 1939 for Delnor Hospital on 5th Avenue, north of Iroquois. The hospital and ten acres for future expansion were given to the City by Lester and Dellora Norris.
- In 1940, the iconic Municipal Building was completed. It was a gift to the St. Charles community from two of St. Charles' most generous benefactors. The Norris family donated the land and the Baker family provided for the design and construction. It was entered into the National Register of Historic Places in 1991.
- In early 1969, the St. Charles Chamber of Commerce sponsored a contest to select a slogan for the town. Long-time resident William R. Ross submitted the winning entry: "The Pride of the Fox." The City of St. Charles proudly uses this award-winning slogan to this day.
- In 1972, Dellora and Lester Norris donated 70 acres of land where St. Charles East High School was built. Additional Norris grants were responsible for construction of the Dellora Norris Cultural Arts Center, the Lester Norris Sports Complex, and the John B. Norris Recreation Center.
- Over the years, St. Charles has received numerous recognitions for its architecture, top-notch schools, parks, events and entertainment, and as a top place to live and raise a family.

***Credits:***

*St. Charles History Museum*

*St. Charles: Culture and Leisure in An All-American Town*

*Reflections of St. Charles, The Definitive History of St. Charles*

## ANNUAL COMMUNITY EVENTS

- St. Patrick's Day Parade
- St. Charles Community Garage sale
- St. Charles Fine Art Show
- Memorial Day Parade and Ceremony
- Sculpture in the Park
- July 4th Fireworks
- Summer Concert Series
- St. Charles Jazz Weekend
- Fox Valley Marathan
- Scarecrow Weekend
- St. Charles Veterans Day Ceremony
- Holiday Homecoming Lighting of the Lights

And Many More!

## COMMUNITY DEMOGRAPHICS

Population: approximately 33,338

Median Age: 41.8 (2023 ACS)

Households: 13,169 (2023 ACS)

Median Household Income: $110,346 (2023 ACS)

Average Home Value: $351,300 (2023 ACS)

Race: White alone 75.8%, Black or African American alone 3.1%, American Indian, or Alaska Native 0%, Asian alone 4.8%, Native Hawaiian or Other Pacific Islander 0%, two or more races 4.3%, Hispanic or Latino 11.9%, White alone, not Hispanic or Latino 82.8% (2023 Census)

## PROXIMITY TO AIRPORTS

- O'Hare International Airport 36 miles
- Midway International Airport 48 miles
- DuPage Airport 4 miles

## AREA EDUCATION

Community Unit School District 303 is a high-achieving Pre K-12 system covering 57.4 square miles in the picturesque Fox River Valley, 40 miles west of Chicago. District 303 serves about 12,000 Pre K-12 students from the City of St. Charles and portions of West Chicago, South Elgin, Wayne, Campton Hills, Wasco, Elburn, and unincorporated Kane County. The district operates 12 elementary school buildings, including one early childhood center, one primary school (K-2), one intermediate school (3-5), two middle schools, two high schools and Compass Academy (Source, District 303).

## BUSINESS AND INDUSTRY

The top employment industries in St. Charles include:

- Elementary and Secondary Schools
- Full-Service Restaurants
- Commercial Printing (except screen and books)
- Limited-Service Restaurants
- Supermarkets and Other Grocery Retailers
- New Car Dealers
- Fitness and Recreational Sports Centers
- All Other Plastics Product Manufacturing
- Professional Employer Organizations
- Temporary Help Services
- Remaining Component Industries

St. Charles is also home to several different manufacturing companies.

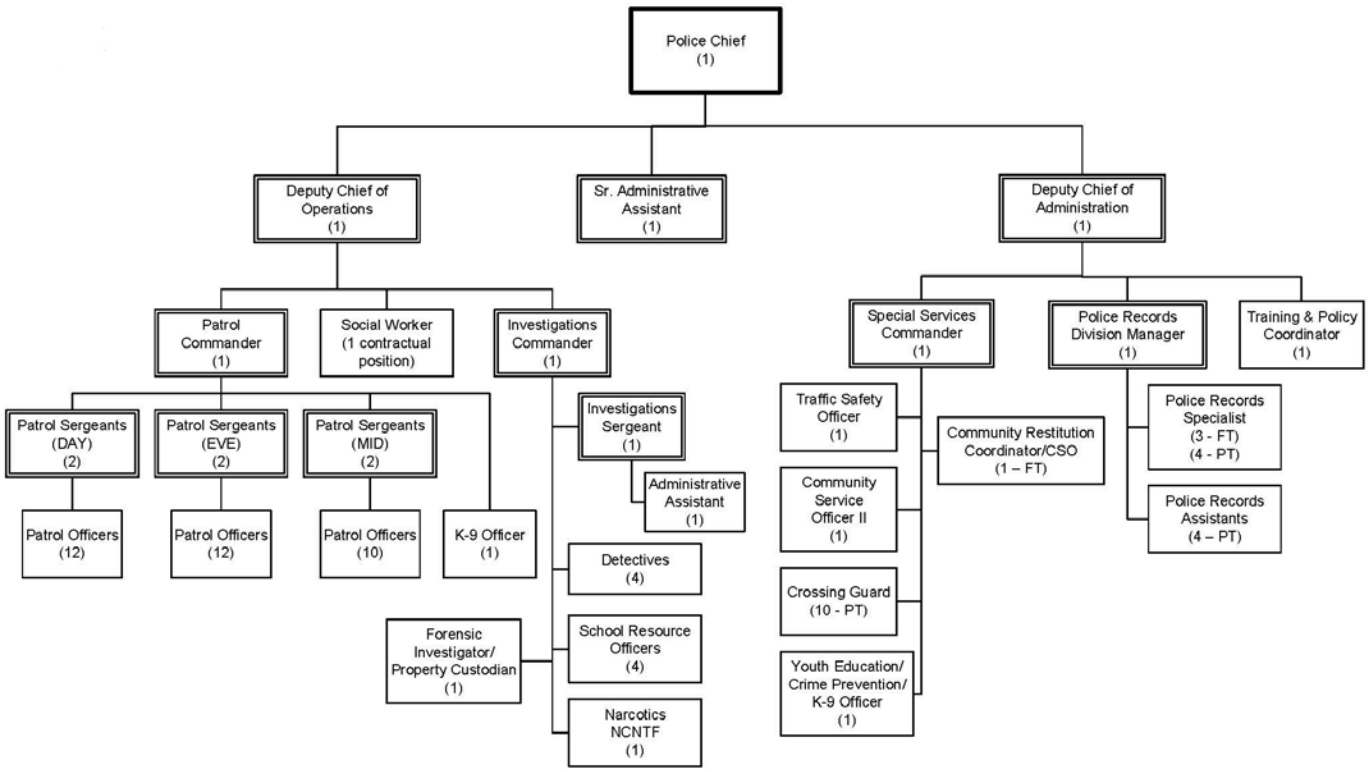
# THE POLICE DEPARTMENT

The police department has 60 sworn officers, including the Chief, two Deputy Chiefs, three Commanders, seven Sergeants, and nine full-time civilian positions. The department also employs part-time Police Records Specialists, Assistants, and Crossing Guards. Police Officers and Sergeants are organized into two bargaining units represented by the Metropolitan Alliance of Police (MAP). The Police Department has been a CALEA Flagship Agency since 1989 and will complete its eleventh accreditation in November of 2025.

Dispatch services are provided by Tricom Central Dispatch, a regional public safety answering point. The department participates in multiple multi-regional mutual aid organizations including Kane County SWAT Team, North Central Narcotics Task Force (NCNTF), Kane County Major Crimes Task Force, Illinois Internet Crimes Against Children Task Force, Illinois Law Enforcement Alarm System (ILEAS), and Kane County Major Accident Construction Team.

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. The Department partners with A.I.D. (Association for Individual Development). There are currently several different case managers employed by A.I.D. and they have a presence in the Police Department five days a week. The case managers have training and degrees in human services and are able to utilize their specialized training in crisis intervention and de-escalation to work with members of the community experiencing hardships or trauma. 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 St. Charles. The department consists of two different sections: Operations and Administration. Operations include patrol, social worker, and investigations. Administration includes traffic safety, support personnel, records, and training.

## ST. CHARLES POLICE DEPARTMENT • ORGANIZATIONAL CHART



## THE POLICE FACILITY

The St. Charles Police Station at 1515 W. Main Street was named a 2019 American Public Works Association Public Works Project of the Year in the $5 - $25 million structures category. This award promotes excellence in project management, safety, community relations, environmental impact, and construction innovation. The 56,000 sq. ft. facility sits on 6.5 acres and replaced the former police station at 211 N. Riverside Ave., portions of which date back nearly 100 years. The City broke ground on the new facility in July 2018, and the $24.6 million project was completed ahead of schedule and under budget. The new facility will support the City's policing operations for the next 50 years.

## 2024 QUICK FACTS

| | |
|---|---|
| Calls for Service | **27,437** |
| Traffic Stops | **5,293** |
| Felony Adult Arrests | **86** |
| Felony Juvenile Arrests | **7** |
| Misdemeanor Adult Arrests | **625** |
| Misdemeanor Juvenile Arrests | **66** |
| Total Arrests | **784** |

Annual Operating Budget (FY 2024)
**$17,848,122**

# ST. CHARLES POLICE DEPARTMENT NIBRS GROUP A OFFENSE DATA – 2024

| Offense | Reported in 2024 | Reported in 2023 | Percent Change | Offenses Cleared | Percent Cleared | Percent Of Category | Rate Per 100,000* |
|---|---|---|---|---|---|---|---|
| Murder | 1 | 0 | NA | 0 | 0.00% | 0.34% | 3.02 |
| Negligent Manslaughter | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Justifiable Homicide | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Non-consensual Sex Offenses: | | | | | | | |
| Rape | 13 | 15 | -13.33% | 0 | 0.00% | 4.47% | 39.25 |
| Sodomy | 0 | 2 | -100.00% | 0 | 0.00% | 0.00% | 0.00 |
| Sexual Assault with Object | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Fondling | 1 | 0 | NA | 1 | 100.00% | 0.34% | 3.02 |
| Aggravated Assault | 14 | 10 | 40.00% | 9 | 64.29% | 4.81% | 42.27 |
| Simple Assault | 238 | 229 | 3.93% | 58 | 24.37% | 81.79% | 718.64 |
| Intimidation | 19 | 21 | -9.52% | 9 | 47.37% | 6.53% | 57.37 |
| Kidnapping/Abduction | 2 | 4 | -50.00% | 0 | 0.00% | 0.69% | 6.04 |
| Consensual Sex Offenses: | | | | | | | |
| Incest | 3 | 0 | NA | 0 | 0.00% | 1.03% | 9.06 |
| Statutory Rape | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Human Trafficking, Commercial Sex Acts | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Human Trafficking, Involuntary Servitude | 0 | 1 | -100.00% | 0 | 0.00% | 0.00% | 0.00 |
| **Crimes Against Persons Total** | **291** | **282** | **3.19%** | **77** | **26.46%** | **28.5%** | **878.68** |
| Robbery | 2 | 2 | 0.00% | 2 | 100.00% | 0.29% | 6.04 |
| Burglary/Breaking & Entering | 42 | 44 | -4.55% | 5 | 11.90% | 6.19% | 126.82 |
| Larceny/Theft Offenses | 298 | 301 | -1.00% | 84 | 28.19% | 43.95% | 899.81 |
| Motor Vehicle Theft | 7 | 21 | -66.67% | 1 | 14.29% | 1.03% | 21.14 |
| Arson | 0 | 1 | -100.00% | 0 | 0.00% | 0.00% | 0.00 |
| Destruction Of Property | 149 | 185 | -19.46% | 20 | 13.42% | 21.98% | 449.91 |
| Counterfeiting/Forgery | 31 | 30 | 3.33% | 5 | 16.13% | 4.57% | 93.60 |
| Fraud Offense | 144 | 165 | -12.73% | 10 | 6.94% | 21.24% | 434.81 |
| Embezzlement | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Extortion/Blackmail | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Bribery | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Stolen Property Offenses | 5 | 0 | NA | 3 | 60.00% | 0.74% | 15.10 |
| **Crimes Against Property Total** | **678** | **749** | **-9.48%** | **130** | **19.17%** | **66.41%** | **2047.23** |
| Drug/Narcotic Violations | 34 | 52 | -34.62% | 8 | 23.53% | 65.38% | 102.66 |
| Drug Equipment Violations | 3 | 8 | -62.50% | 1 | 33.33% | 5.77% | 9.06 |
| Gambling Offenses | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Pornography/Obscene Material | 9 | 7 | 28.57% | 1 | 11.11% | 17.31% | 27.18 |
| Prostitution | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| Weapons Law Violation | 6 | 5 | 20.00% | 5 | 83.33% | 11.54% | 18.12 |
| Animal Cruelty | 0 | 0 | NA | 0 | 0.00% | 0.00% | 0.00 |
| **Crimes Against Society Total** | **52** | **72** | **-27.78%** | **15** | **28.85%** | **5.09%** | **157.01** |
| **Total Group "A" Offenses** | **1,021** | **1,103** | **-7.43%** | **222** | **21.74%** | **100%** | **3082.92** |

***Note:*** *The Rate per 100,000 will be 'NA' when the Adjusted Population Base is Zero.*

*Statewide Crime Profile* * Adjusted population base: 33,118 *2024 Crime in Illinois*

## CHALLENGES, OPPORTUNITIES AND EXPECTATIONS

The new Chief of Police will need to possess and demonstrate exceptional leadership and integrity. The 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 differing perspectives.

The Chief will be actively engaged in 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 will have an excellent reputation and be positively recognized in the law enforcement profession and possess the highest moral character.

As the City of St. Charles continues to grow and evolve, the next 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 St. Charles 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 St. Charles Police Department.

## DESIRABLE CHARACTERISTICS

The successful candidate will:

- Possess and exhibit outstanding communication skills.
- Be adept at combining a hands-on 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 communication 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.
- Be very familiar with professional best practices.
- 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 the continued professional development of all members of the Police Department.
- Experience and understanding of licensing processes related to establishments that sell liquor and tobacco products. Additional knowledge of licensing for businesses that offer massage services.
- 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 AND BENEFITS

The anticipated hiring salary is +/- $180,000; final salary is dependent upon qualifications, experience, and record of achievement. A comprehensive benefits package includes participation in a defined benefit pension fund (if candidate is eligible), a defined contribution plan, health insurance including medical, dental, and vision coverage (also available to dependents), flexible spending account (medical, dependent care), and life insurance. The City also offers a generous leave package including paid vacation days, holidays, and sick leave. The City will be flexible in determining the number of annual vacation days for the selected candidate. Additionally, a vehicle, cell phone or cell phone stipend, and a $1,300 per year uniform allowance will be provided. The City does not have a residency requirement. A detailed list of benefits can be viewed at the following link: https://www.stcharlesil.gov/About/Jobs-with-City-of-St-Charles-IL/Benefits-for-Employees

## HOW TO APPLY

Candidates should apply by April 04, 2025 with resume cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Marc Hornstein, Senior Consultant at MGT/Gov HR, 790 Frontage Road Rd, #213, Northfield, IL 60093. Tel: 847-380-3240.

The City is an Equal Opportunity Employer.