



Village of East Dundee

Village Hall: 120 Barrington Avenue, East Dundee, IL 60118

Police Station: 115 E. 3rd Street, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net



Recruiting for the position of: Chief of Police

The Village of East Dundee is seeking qualified applicants for the full-time position of Chief of Police. Starting salary range is \$113,902 - \$146,446 DOQ. The Village of East Dundee offers a competitive compensation package and an excellent benefits package including medical insurance, paid vacation and sick leave and participation in IMRF SLEP. Alternative deferred compensation plans will be considered upon request. The Chief of Police is an exempt, non-union position.

ABOUT EAST DUNDEE

The Village of East Dundee, a home rule community as defined by the Illinois Constitution, is located approximately 35 miles west of the City of Chicago, primarily in Kane County with a small portion in Cook County. According to the 2010 census, there were 2,860 residents with current estimates at 3,204. East Dundee encompasses approximately 3.1 square miles.

East Dundee is a vibrant, thriving community dedicated to supporting its residents and businesses. The Fox River is the western border of the Village and the Fox River Bike Trail runs through the Village's historic downtown district.



Residents and visitors of East Dundee can enjoy an array of dining, retail, social and outdoor activities, including Santa's Village Amusement Park. A picturesque historic downtown, with the former train depot (now a visitor center) in the heart of the district is home to many popular year-round special events hosted by the Village and outside organizations (e.g. weekly concerts, a St. Patrick's Day Parade, and an annual Oktoberfest).

The Village of East Dundee is governed by a President and six-member Board of Trustees operating under the Village Administrator form of government. Policymaking and legislative authority are vested in the Village Board, which among other duties, is responsible for passing ordinances, adopting the budget, appointing committees, and hiring the Village Administrator. The Chief of Police is appointed by the Village President, upon the recommendation of the Village Administrator, and approved by the Village Board. The Chief of Police position reports directly to the Village Administrator.



The Village Administrator is responsible for carrying out the policies and ordinances of the Village Board, overseeing the daily operations of the Village, and appointing staff of the Village’s operating departments. The Village Board is elected on a nonpartisan basis. Board members are elected to four-year staggered terms. The Village president is elected to a four-year term. The Village President and Village Trustees are elected at-large.

The Village Administrator has built an executive team comprised of an Assistant Village Administrator, Chief of Police, Finance Director, Public Works Director and Building Inspector. This executive team has a professional and forward thinking, team-building approach to municipal management, finances and customer service that has been embraced by the Village Board and can be seen within the Village’s adopted Strategic Plan.



The Village is committed to serving the community’s needs and creating a fiscally-responsible, sustainable infrastructure for the Village. The Village is a full-service community which operates its own water and wastewater treatment plants. Fire protection services are provided by the East Dundee Fire Protection District.

The Village Board of Trustees and Village Administration are committed to building a sustainable community through fiscal responsibility, while actively incentivizing private property redevelopment and infrastructure improvements through the Village’s 9 Tax Increment Financing (TIF) Districts and 3 Business Development Districts (BDD).



ABOUT THE POLICE DEPARTMENT

In 2018, George E. Carpenter was appointed as Chief of Police of the Village of East Dundee Police Department. In January 2021, Schenita Stewart was hired as Deputy Chief of Police. The current Chief of Police will be retiring in January 2022 which has created the opening of the Chief of Police position.

The East Dundee Police Department is currently staffed by 13 full-time sworn police officers, including a Chief of Police, Deputy Chief of Police, and four Sergeants as well as additional part-time sworn police officers, and one full-time records clerk. One part-time police officer was appointed by the Chief to work toward ILEAP accreditation. The Department received Tier 1 accreditation in 2020 and is working towards Tier 2. The full-time patrol officers and sergeants are represented by the Metropolitan Alliance of Police and work under a collective bargaining agreement.



The East Dundee Police Department fleet consists of six fully marked patrol vehicles and three unmarked vehicles. The Police Department operates out of a new Police Station in the heart of the downtown which renovation was completed in 2015.

Personnel are dispatched to calls for service by the QuadCom Regional Dispatch Center located in Carpentersville. This center is a 9-1-1 emergency dispatch system, which serves 5 police agencies and 4 fire agencies.

In addition to the normal law enforcement activities, the Police Department participates in community-oriented events including: Police Station Open House, Coffee with a Cop, Shop with a Cop, Cop on Top, National Night Out, etc. The Police Department also offers community policing programs including: House Watch, Premise Alert Program, Sex Offender List, Overnight Parking, Pet Programs, Child Safety Seat Inspections, and a Personnel and Delayed Traffic Crash Reporting System.

The East Dundee Police Department's active membership and participation in multi-jurisdictional units include the Kane County Major Crimes Task Force, Illinois Law Enforcement Alarm System (ILEAS), Kane County Accident Reconstruction Team, Kane County Emergency Management Assistance Team, Kane and Cook Counties Chiefs of Police Association, Illinois Association of Chiefs of Police, Kane County Chiefs Training Committee, and National Emergency Number Association (NENA).



RESPONSIBILITIES AND DUTIES

The next Chief of Police for the Village of East Dundee can expect to be involved in handling of the following:

- Serve as chief administrative officer of the Police Department.
- Supervises the Deputy Chief of Police and ensures proper supervision of all Sergeants and Patrol Officers.
- Responsible for training oversight of all Police Officers.
- Responsible for the fiscal management of the Police Department.
- Establishes, enforces, and evaluates Police Department's rules, regulations, policies, procedures, and work methods, in order to implement directives of the Village Administrator, the Village President and Village Board.
- Plans, organizes, directs, implements, oversees and evaluates all aspects of the Police Department.
- Supervises, maintains discipline over, handles grievances from, and provides leadership to Police Department's personnel.
- Oversees preparation and submittal of monthly and other reports to the Village Administrator regarding Police Department activities.
- Oversees preparation and presentation of the annual budget of the Police Department.
- Develops goals, objectives, and activities for the Police Department and ensures that the public peace and safety are maintained.
- Continues and maintains ILEAP Accreditation.
- Oversees police response at major crime scenes, emergencies, and disasters, as needed.
- Oversees community relations and crime prevention programs in a positive, effective fashion.
- Works with other municipal, county, state, and federal law enforcement agencies in carrying out law enforcement activities.
- Meets with elected and appointed officials, community and business representatives, and members of the public concerning all aspects of the Police Department.
- Assesses community crime prevention, traffic safety, and criminal investigation needs and remains current with modern police technology.

- Assesses the Police Department's performance and effectiveness, prepares employee performance evaluations, and determines training requirements for Police Department personnel.
- Enforces Police Department's rules and regulations in administering discipline.
- Oversees maintenance of records for all operations within Police Department.
- Manages Police Department facility and resources.
- Acts as Police Department spokesperson in the community and with the local media.
- Maintains a safe work environment and monitors and addresses work-safety issues and holds Police Department personnel accountable for risk management.
- Delegates operational tasks to personnel as appropriate.
- Performs other related duties and special projects as assigned by the Village Administrator.
- Serve as the Emergency Management Agency Director for the Village.

PREFERRED QUALIFICATIONS

The Chief of Police is an integral part of the Village of East Dundee, requiring:

- A Master's Degree in Criminal Justice, Law Enforcement Management, Public Administration, or related field.
- At least ten to fifteen years of progressively responsible experience in law enforcement including substantial experience in patrol, investigations, and police administration with at least seven years of experience as a Sergeant or above in a municipal police agency.

PREFERRED MANAGEMENT STYLE

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers and elected/ appointed officials, as well as the general public.
- Be a clear and concise communicator. Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Have a genuine passion for public service from both an internal, department standpoint and for service to the community; be devoted to customer, community and departmental service.

- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction. Be able to give and take constructive criticism. Have a high-energy level and enthusiasm for meeting the challenges and responsibilities of the Chief's position; have a good work ethic.
- Be a critical analyst and creative thinker. Be imaginative in solving problems, encouraging and empowering employees to find new and better ways to get work done, while also applying, maintaining and respecting the regulatory framework that guides the delivery of municipal services.
- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges. Be a leader who both defends his/her staff when appropriate and holds the team accountable.
- Have the ability to set high standards of performance, productivity and initiative by Departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.
- Have the maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect within the Department, the Village and the region.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.
- Knowledgeable of current trends bringing contemporary and fresh ideas to the Department.
- Demonstrate high level of experience in accessing community policing service models.

HOW TO APPLY

The employment application can be found on the Village's website at www.eastdundee.net or by clicking [here](#). Qualified candidates should submit a completed employment application, cover letter and resume by 4:00 pm on Friday, November 19, 2021 by email to hr@eastdundee.net with the following subject line: VOED – Chief of Police. **Please do not mail application and no telephone calls.**

The Village of East Dundee is an Equal Opportunity Employer.