



The Village of Broadview, Illinois  
Invites Your Interest  
In The Position Of  
Chief of Police

Serving the community of Broadview  
with Pride and Integrity



## CANDIDATE PROFILE

The Village of Broadview is seeking an experienced and innovative individual to serve as the Police Chief and serve as a member of the Village of Broadview management team. Appointed by the Mayor with the approval of a majority vote of the Board of Trustees, the Police Chief reports to the Village Administrator. The ideal candidate is a skilled leader with superior communication skills.

Knowledge of and experience in the application of contemporary policing strategies and technologies is a critical skill for this high-performing department with proven success in reducing crime and experience in enhancing relationships in the community. A sound management philosophy and style predicated on the team approach as well as an ability to develop and maintain authenticity, credibility, and trust are essential to the role. The chosen candidate will be a strong and visible leader, who truly enjoys being a part of the community, both professionally and personally.

As the Police Chief, this individual is expected to provide progressive leadership and maintain open lines of communication with all units in the department, and be an equal partner to all department heads. Being receptive to new ideas and collaborating with neighboring departments and existing outreach programs will be essential. The ideal Police Chief will demonstrate the highest ethics and respect for staff and public.

The Broadview Police Department has an excellent relationship with the community and the Police Chief will be expected to maintain and advance that positive relationship. Supporting the Village initiative for greater engagement with the diverse population will be expected. Community initiatives to address racial inequities and engage the community are a high priority.

As a member of the Management Team, the Police Chief is a team player, and maintains effective and collaborative working relationships with fellow directors and the Village Administrator. While advocating for the Police Department, the next Police Chief must also understand the overall needs and priorities of the Village of Broadview. Important management strengths include: the ability to make timely and informed decisions, develop innovative ideas, a vision for the department, and to maintain accountability at all levels in the department. Additionally, the ideal candidate should be an effective presenter and be comfortable speaking to groups, elected bodies, community groups, and the media. The successful candidate must be ambitious, trustworthy, and approachable.



The Village of Broadview provides an exceptional work environment characterized by employee excellence, outstanding customer service, and high levels of resident satisfaction.

## EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelors Degree with major course work in police science, police administration law enforcement, management, or related disciplines. Masters degree preferred.
- Completion of Command Level Management Schools such as FBI, National Academy or Northwestern University School of Police Staff and Command preferred.
- Twelve (12) years in police service and Eight (8) years of progressive supervisory experience.
- Completion of police training and education as required by the State of Illinois Law and an Illinois Drivers License.
- Successful completion of all backgrounds.
- Motor Vehicle Report which meets the State of Illinois guidelines.

## KNOWLEDGE AND SKILLS

- Modern methods of municipal police administration.
- Principle and accepted practices and procedures of police science, administration, organization and operation as applied to various departmental programs and activities.
- Use of police records and their application to the solution of police problems.
- Geography of the emergency response area with specific emphasis on locations of buildings, complexes, street numbering systems, and access roads to determine quickest and safest routes to a location.
- Capabilities and limitations of personnel assigned.
- Capable of qualifying with issued firearms.
- Applicable federal, state and city codes and ordinances.
- Commanding the respect of subordinate officers and directing work under emergency conditions.
- Directing, supervising, and motivating personnel, communicating with others in highly stressful situations.
- Working effectively in physically demanding and psychologically stressful situations.
- Effective written and verbal communication.
- Contacts with co-workers involving a high degree of teamwork requiring close interaction for extended periods of time. Contacts also include the general public in both emergency and non-emergency situations.
- Establishing and maintaining effective working relations with other officials and the public.
- Preparing and supervising clear, accurate and comprehensive reports.
- Instructing others in the use of all Police Department tools, equipment, apparatus, the development of supervisory skills and related topics.
- Being well versed in the policy, procedures and guidelines of the Village of Broadview and the Broadview Police Department.
- Physical, mental, and emotional conditions same as required for a sworn police officer of the Village of Broadview.



SERVICE ★ DEDICATION ★ INTEGRITY



## MAJOR/ESSENTIAL DUTIES

- Formulates Department policies and sees that rules, regulations, all general and special orders are understood and enforced.
- Directs, supervises and plans for the entire Department and its personnel.
- Regulates the Chief's office, so when he/she is absent, the Department can be run under the command of the appointed ranking officer.
- Controls expenditure of departmental appropriations and prepares budget estimates.
- Supervises and participates in training of members of the police force in police methods, procedures and duties, particularly at the administrative and supervisory levels.
- Receives and handles complaints in accordance with Departmental policies.
- Attends meetings and public gatherings to explain the activities and functions of the police department, and to establish favorable public relations.
- Appears before the Village Council to explain departmental plans, requests, and activities as directed.
- Develops departmental personnel rules & disciplines members of the Department.
- Prepares written evaluations of performance of subordinates.
- Performs other related duties as assigned, necessary or required.



## COMPENSATION

The Police Chief has an annual starting salary of \$135,000.

The Village of Broadview also offers an attractive and competitive benefits package.

### VISION

**A VILLAGE FREE FROM CRIME AND PUBLIC DISORDER.**

### MISSION

**THE MEMBERS OF THE BROADVIEW POLICE DEPARTMENT ARE COMMITTED TO REDUCING CRIME AND ENHANCING THE QUALITY OF LIFE THROUGH AN ACTIVE PARTNERSHIP WITH THE COMMUNITY.**



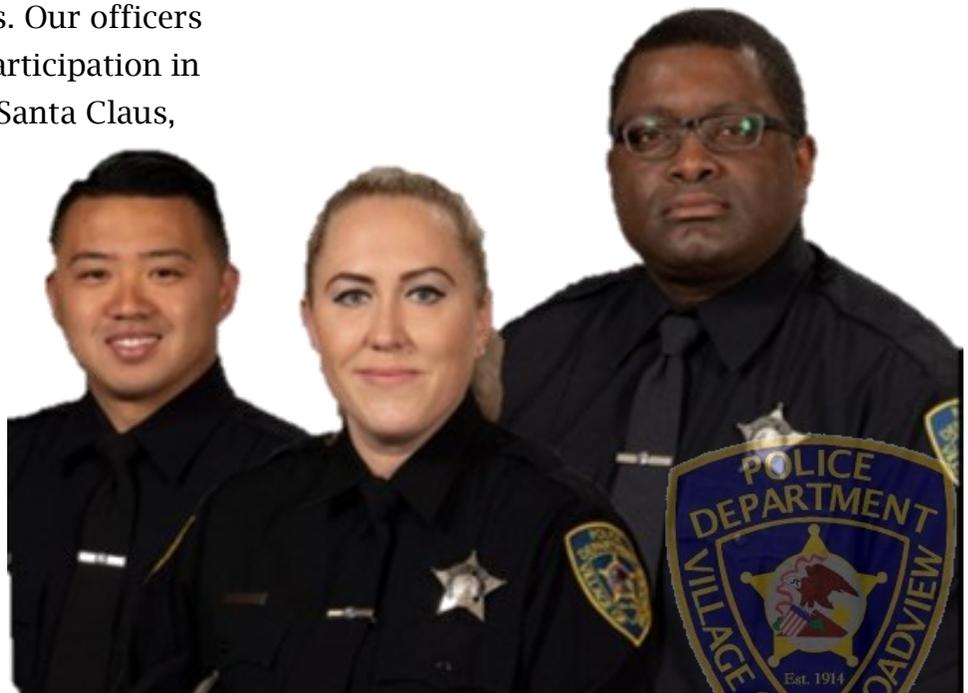
# POLICE DEPARTMENT ORGANIZATION

The Broadview Police Department currently has 37 authorized positions working in two Divisions, Operations and Administration. There are 4 Command staff (1 Chief, 1 Deputy Chief, 2 Commanders), 5 Sergeants, 21 patrol officers, 1 Civilian Supervisor, 5 Dispatchers, and 1 records clerk operating under a department budget of over \$6 million. The Operation Division includes the Detective Bureau and the Patrol Bureau, 72% of the personnel are delegated to this Division. The Administrative Division includes Community Policing, Neighborhood Watch, Traffic Enforcement, 911 Dispatch, Records, Special Projects, and Information Technology.

Police personnel are represented by the following: Sgt Unions - ICOPS -Illinois Council of Police; Patrol Officers - Fraternal Order of Police; Police Telecommunicators - ICOPS - Illinois Council of Police.

The Broadview Police Department is active in community-police partnerships. Our officers assist with organization and participation in National Night Out, Operation Santa Claus, Illinois Special Olympics, Citizen Police Academy, Bicycle Patrol, and many other events.

The Broadview Police Department maintains an up-to-date policy manual, contemporary police training curriculum, and internal accountability practices.



SERVICE ★ DEDICATION ★ INTEGRITY

## THE VILLAGE OF BROADVIEW

Located in Cook County, Illinois, on the outskirts of Chicago, the Village of Broadview was incorporated on December 6, 1914. Settled largely by farmers of German descent, Broadview got its name from the first Village President Jacob Mueller's daughter, Elizabeth Cote, who suggested that the Village be named after the Illinois Central Railroad depot, which at that time was named Broadview. Today, Broadview retains its "small-town" feel while existing only 13 miles and 20 minutes away from the hustle and bustle of Chicago. Broadview's suburban setting offers a respite from big city bustle, yet its location puts restaurants, sports arenas, shopping centers and convention/meeting facilities just minutes away.

Broadview's population stands at 8,466 residents, consisting of approximately 3,581 families. The Village of Broadview now encompasses approximately 1.3 square miles of land and comprises about 2,300 residential homes, 70 multi-family units, 95 commercial businesses and 150 industrial businesses. Broadview is enriched by a diverse population. The five largest ethnic groups in are 74.5% Black or African American (Non-Hispanic), 14.9% White (Non-Hispanic), 4.15% Two+ (Non-Hispanic), 3.01% Asian (Non-Hispanic), and 1.9% White (Hispanic). In 2018, the median property value in Broadview, IL was \$149,300, and the homeownership rate was 64.6%. Most people in Broadview, IL drove alone to work, and the average commute time was 32.6 minutes. The average car ownership in Broadview, IL was 2 cars per household.

## BOARD OF TRUSTEES AND VILLAGE DEPARTMENTS

The Village of Broadview operates under the Village Trustee form of government and has a Mayor and 6 Trustees. There is a strong commitment to professional management within the organization and the Mayor appoints the Village Administrator with the consent of the Village Board. Broadview's workforce is approximately 82 full-time employees and 8 part-time employees. There are six Department Heads. Departments include: Administration, Finance, Police, Fire, Public Works, and Building.



# Village of Broadview Snap Shot of 2020

## PROTECTING THE PUBLIC

- 39,720 calls for police service
- 107,639 calls were received in the Broadview Communication Center (IKE 911)
- 786– fire department service calls, including structure fires, car, brush, & dumpster fires, including carbon monoxide calls, and fire alarms to name a few.
- 2,119 ambulance calls by 2 ambulances in the Village
- 80.6 tons of salt spread during snow events
- 20 water main breaks were repaired

## SERVING THE COMMUNITY

- 74 properties brought before administrative adjudication
- 0 block party's applications processed (NO BLOCK PARTIES DUE TO COVID-19)
- 2 complaint of graffiti, resulting in 2 graffiti tags removed

## IMPROVING THE VILLAGE

- 65.47 tons of asphalt used to patch potholes
- 800 feet of new storm sewer repaired/replaced
- 250 feet of sanitary sewer replacement
- 1,250 feet of water main replacement
- 5 Alley Reconstructions, approximately (3,000 feet)
- Fillmore Street and 18th Avenue roadway resurfacing (4,000 feet)
- 2,000 feet of new sidewalk, where none existed
- Continued the design process to rebuild 10,000 feet of old water mains

## SUSTAINING THE ENVIRONMENT

- 3,307.68 tons of garbage hauled away
- 715.4 tons of recyclables collected
- 90 tons of yard waste hauled away

## GROWING THE ECONOMY

- \$11,800,000 sales taxes generated by local businesses
- 836 building permits, licenses and inspections issued totaling \$1,200,000
- \$2,200,000 medical billing and ambulance services
- \$1,100,000 State and Federal grants

## COMMUNICATING INFORMATION

- 97 document requests processed under Illinois Freedom of Information Act
- 1,154 visitors viewed the Village website [www.broadview-il.gov](http://www.broadview-il.gov).
- 4 quarterly newsletters printed
- 28 Village regular and special board meetings held
- 126 community relation service request that were addressed and closed by the Village Departments



# #BroadviewStrong



## To Apply—

The Village of Broadview is an equal opportunity employer and is committed to diversity in the workplace. If you are interested in this outstanding opportunity, please apply by June 30, 2021 with a cover letter, resume, and a list of five references in confidence on the Village of Broadview Website Employment Opportunities page—

<https://broadview-il.gov/job-opportunities/>

Applicants for this position who are selected as finalists will be subject to a background screening. Pre-employment process following conditional job offer will include a full background investigation, including but not limited to psychological evaluation, medical examination, and drug screen. References will be contacted only following candidate approval. If you have questions about this process, please email or call Village Administrator LeTisa Jones at (708) 681-3600.

## Broadview Police Department

2350 S. 25TH AVENUE

BROADVIEW, IL 60155

NON-EMERGENCY NUMBER: 708-345-6550