

CHIEF OF POLICE

VILLAGE OF BOURBONNAIS, IL



COMMUNITY



The Village of Bourbonnais, Illinois, was incorporated in 1875 and is situated 45 miles south of Chicago. Nestled along the scenic Kankakee River Valley and with direct access to Interstate-57, Bourbonnais boasts small-town appeal with abundant amenities for a current population of 18,164 residents.

Bourbonnais is best known as the summer home of the Chicago Bears (2002-2019) and nationally-recognized Olivet Nazarene University. The quaint village welcomes a diverse community of many faiths and cultures while celebrating its French-Canadian roots. Rated the **#1 Place to Live in Kankakee County* and with the **7th Healthiest Housing Market in Illinois*, residents enjoy Bourbonnais as a **Best Place to Raise a Family in Illinois* in one of the **Safest Cities in Illinois*.

The median household income is \$81,017, and there are approximately 6,642 housing units throughout the 9.5 square mile area. The village maintains 100 acres of parkland, including the new 12.5-acre outdoor entertainment venue and state-of-the-art central gathering space imagined by 3,000 residents historically-named, *The Grove*, pictured above. Experience year-round recreation ranging from passive to active in 23 local parks.

Bourbonnais is home to a premier public school district, top-ranked community high-school district, two private school institutions and one private university. As a business-friendly community, the Bourbonnais region welcomes seven Fortune 500 companies spanning across health care, manufacturing, biotechnology and food processing industries.

A friendly place to live, work and play in the Village of Bourbonnais!

THE ORGANIZATION

The Village of Bourbonnais provides municipal services including police, administration, building and code enforcement, community and economic development, parks and recreation, planning and development, street maintenance, landscaping and more, utilizing in-house staffing. The village government operates under a Board of Trustees and an Administrator. The Board of Trustees is comprised of the Mayor, Clerk and six members elected at-large to individual, four-year terms with staggered elections occurring every two years.

THE DEPARTMENT

The Bourbonnais Police Department is a mid-sized full-service department proudly protecting and serving all people and property within the village. Community policing is at our core with annual engagement opportunities promoting public safety for residents, businesses and visitors of the village. Headed by the Chief of Police with support from the Deputy Chief of Police and Patrol Commander, the 30-person department is divided into patrol services and support services.

THE MISSION

It is the mission of the Bourbonnais Police Department to serve and protect all persons and property within the jurisdiction of the Village of Bourbonnais.

We shall accept the responsibility and duty of the office we hold and to honor the oath of that office.

We shall fairly and impartially enforce the laws of the United States, the State of Illinois and the Village of Bourbonnais.

We shall treat all persons with dignity and respect.

We shall diligently keep watch over this Village which we are sworn to protect while maintaining the highest level of professionalism in the completion of our task.



THE MOTTO

To Protect with Courage,
To Serve with Honor and Compassion.

THE POSITION

The Village of Bourbonnais is seeking a highly experienced and community-oriented law enforcement professional to serve as Chief of Police. This position is responsible for the leadership management and overall operation of the police department, which consists of 28 full-time police officers, including one K9 officer, three detectives, six sergeants and five administrative staff members, comprised of a Deputy Chief, Patrol Commander and two Records Clerks.

The department consists of four ERT (SWAT) members, two ILEAS members, one KAMEG officer (drug interdiction), one student resource officer, three range officers, two taser instructors and 12 crime scene technician trained officers. All eligible patrol officers are Crisis Intervention Team trained.

The Chief of Police will oversee law enforcement services for a population of 18,164 residents in northeast Illinois, ensuring public safety, crime prevention, and community engagement.

The Chief of Police works under the supervision of the Village Administrator, Mayor and Board of Trustees.



KEY RESPONSIBILITIES

Leadership & Administration

- Provide strategic leadership and direction for all Police Department operations; to include patrol activities, traffic control, investigations and all peripheral areas of police work.
- Develop and implement department policies, procedures and programs in alignment with best law enforcement practices and community needs.
- Oversee personnel management, including recruitment, training, performance evaluations and disciplinary actions.
- Prepare and manage the department's budget and recommendations for Board consideration and approval, ensuring fiscal responsibility and efficient use of resources.
- Prepares or directs the preparation, maintenance and submittal of all required records and reports relative to department operations and activities, ensuring the inclusion of requisite documentation; reviews reports relating to patrol and investigative activities for the purposes of crime analysis and long-range planning.
- Attends all meetings of the Board of Trustees, responds to Board inquiries, undertakes special studies or projects at the request of the Board, and represents the interests and needs of the department before the Board.
- Collaborate with the Deputy Chief and Patrol Commander to maintain operational effectiveness and personnel readiness.



Public Safety & Community Engagement

- Develop and maintain strong relationships with residents, business owners, community organizations, local government officials and allied law enforcement agencies.
- Foster a culture of community policing, emphasizing transparency, accountability and public trust.
- Address crime trends and develop crime prevention strategies tailored to the needs of the community. Reviews and appraises staff of pertinent legislation affecting department operations.
- Oversee emergency response planning and coordination with local, state and federal agencies.
- Represents the department at meetings and speaking engagements, with the news media and in personal contacts with officials and the general public; performs varied public relations functions for the promotion of effective and congenial relations with the community at large; responds to public inquiries and complaints.





Law Enforcement Operations

- Direct the enforcement of state laws and municipal ordinances.
- Ensure proper investigation of criminal activity and compliance with legal and ethical standards, including serving as liaison with the court system and the State's Attorney and maintains communication with those offices to ensure proper preparation and processing of criminal complaints.
- Maintain high standards of professionalism, ethics, communication and integrity within the department.
- Oversee department training programs to ensure compliance with state and federal requirements.
- Provide oversight for specialized units, including the K-9 officer.
- Supervises the maintenance of evidence and property in storage ensuring its proper disposition per court order, department policy and applicable law.

Qualifications & Requirements

- Bachelor's degree in Criminal Justice, Public Administration, or a related field (Master's degree preferred).
- Minimum of 10 years of progressive law enforcement experience, with at least 5 years in a supervisory or command-level position.
- Illinois Law Enforcement Training and Standards Board (ILETSB) certification or ability to obtain certification within a reasonable timeframe.
- Strong leadership, communication and decision-making skills.
- Knowledge of modern policing strategies, technology and community-oriented policing principles.
- Ability to work collaboratively with elected officials, community stakeholders and law enforcement agencies.
- Experience in budget management and department administration.
- Demonstrated computer literacy with standard software packages (e.g. Microsoft Office Suite, basic spreadsheet applications, e-mail and internet usage) required. Familiarity with social media platforms and applications.
- Experience with Freedom of Information Act requirements and processes. Ability to obtain FOIA Officer certification.
- Thorough knowledge of applicable Illinois laws, ordinances, regulations and law enforcement best practices.
- Must possess and maintain a valid Illinois driver's license.

Preferred Qualifications

- Experience managing a department of similar size and complexity.
- Completion of advanced law enforcement leadership training (e.g., FBI National Academy, Northwestern University's School of Police Staff and Command, PERF's Senior Management Institute for Police).

Work Environment

This role typically operates in a professional office environment; however, some travel and field work will be required. Travel is primarily local during the business day, although some out of the area travel and overnights may be expected. While performing the duties of this job, the employee occasionally works in outside weather conditions and may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the environment varies.

Compensation & Benefits

- The Village of Bourbonnais offers a competitive compensation and benefits package. The annual salary range is **\$140,000-\$165,000**, based upon experience and qualifications.
- Attractive benefits package, including health, dental and retirement plans:
 - Medical Insurance: BlueCross BlueShield PPO with 20% premium copay on a high deductible plan paid for by the Village which also includes Health Savings Account (HSA) participation.
 - Dental Insurance: BlueCross BlueShield PPO with 20% premium copay.
 - Vision Care: A robust network of providers participating in a comprehensive discount program for a nominal copay.
 - Supplemental Plans: Offerings by Aflac available.
 - Life Insurance: \$50,000 Basic Life and AD&D coverages paid for by the Village.
 - Paid Time Off: Annual vacation, sick leave and personal days are negotiable.
 - Holidays: The Administration observes 13 paid holidays per year.
 - Vehicle: Provided
- Professional development opportunities and department-issued equipment.
- Residency within the Village's corporate limits within 90 days after assuming his/her duties, is required.



HOW TO APPLY

Interested candidates should submit a cover letter, resume and professional references to:

HR@villageofbourbonnais.com

-OR-

**Village of Bourbonnais
Attn: Human Resources
600 Main St. NW
Bourbonnais, IL 60914**



Resumes will be accepted until April 14, 2025, at 4:00 p.m., or until filled.

The Village of Bourbonnais is an Equal Opportunity Employer and encourages applicants from diverse backgrounds to apply.

