

# CARBONDALE POLICE DEPARTMENT



## EXECUTIVE RECRUITMENT CHIEF OF POLICE



**CARBONDALE**

All Ways Open



# CHIEF OF POLICE RECRUITMENT

The City of Carbondale is seeking an experienced and dynamic police leader to be their next chief of police. The city desires a visionary, progressive, forward-thinking leader who embraces the best practices of 21st century policing, along with a demonstrated commitment to community engagement and collaborative team building. The candidate must be a proven leader with excellent managerial skills and have a history of ethical decision making and effective management of complex organizations.

The chief of police oversees and directs all activities of the police department and should have a vast knowledge of modern policing principles. Responsibilities include but are not limited to; coordinating the activities of the department, staffing and planning for the appropriate use of resources, budgeting, policy development, media and community relations, labor management, and the training of employees to ensure that the services provided to the community are of the highest quality.

The ideal candidate will have strong communication and interpersonal skills and demonstrate success in building internal and external partnerships while engaging the community through effective community policing programs.

## CARBONDALE AT-A-GLANCE

- **Population - 21,592**
- **Households - 10,000**
- **Median Family Income - \$29,670**
- **Form of Government - Council/Manager**
- **Land Area - 17.6 square miles**
- **Median Resident Age - 25**
- **Medium House Value - \$124,800**
- **Total FY 2025 City Budget - \$82,000,000**

## COMMUNITY PROFILE

The City of Carbondale is a diverse and vibrant community of 21,592 residents. Carbondale is home to Southern Illinois University (SIU) and its diverse student population of 11,500. Located in scenic Southern Illinois, two hours southeast of St. Louis, Carbondale is the regional hub of education, trade, and tourism. SIU and neighboring Giant City State Park serve as hosts of several regional business and recreational activities.

Carbondale's status as a college town is reflected in its economics and cultural diversity with the residents from more than 100 different countries. The city's population is made up of 58% white, 28% African-American, and 14% multi-racial and other races. The median age is 25 with a per capita income of \$23,849, and a median family income of \$29,670. The median home price is \$124,800, with 74% of housing being non-owner occupied. Carbondale ranks high among cities nationally in educational attainment with 46% of residents possessing a bachelor's degree or higher.



# CITY GOV'T & ORGANIZATIONAL PHILOSOPHY

Carbondale is a fiscally sound, home-rule municipality, that operates under the council-manager form of government consisting of a mayor and six council members who are elected at large. Council members serve staggered, four-year terms and serve as the policy makers and legislative body.

The City Manager is the chief administrator and is responsible for implementing the council's policies, managing the day-to-day operations of the city, and overseeing the city's more than 255 employees. The city manager appoints all department heads with concurrence from the city council, including the chief of police.

*"As a responsive and caring community, Carbondale's success is not just based on 'what we do,' but also 'how we do it.' Our core values define the behaviors important in our interactions with residents, visitors and one another. Accountability, integrity, fairness, communication, honesty, and teamwork are the values that guide our vision."*



## CARBONDALE VISION 2030 PLAN

Carbondale Vision 2030 Plan envisions the city as a growing, culturally distinct, innovative, and equitable community with a vibrant city center and thriving university, complemented by attractive residential neighborhoods. We aim to provide high-quality services, fiscal responsibility, support sustainable ecology and open, transparent government for its residents. We aspire to be seen as a regional city center that welcomes visitors for the arts, entertainment, healthcare, employment, retail, and education.

## CPD AT-A-GLANCE

- 24-hour full service law enforcement agency
- Officers represented by the FOP Lodge #192
- FY 2025 Budget - \$13,000,000
- 65 sworn officers
- 20 full-time civilian employees
- CY 2024 officers handled 60,157 calls for service

# CARBONDALE POLICE DEPARTMENT (CPD)

The Carbondale Police Department (CPD) is a professional, community-oriented, 24-hour full-service law enforcement agency dedicated to maintaining public safety, while providing a range of essential services, including crime prevention, emergency response, traffic enforcement, and community engagement initiatives.

The chief of police oversees and directs all activities of the police department. The department is divided into two divisions: Operations and Administrative Services, each led by a deputy chief. The department operates its own 911 Call Center and had a total operating budget of thirteen million dollars.

## **Mission Statement:**

*“The Carbondale Police Department strives to preserve life, protect human rights, safeguard property, and enhance the quality of life by providing fair, sensitive, and professional law enforcement services to all members of the community.”*

CPD partners with several community and civic organizations to host or participate in numerous community events and programs throughout the year designed to educate the community, prevent crime, build trust, and be charitable to residents. These programs include but are not limited to:

- CPD’s Annual Citizens’ Police Academy
- Personal Safety Classes for Women
- Annual Christmas Store for Kids
- Coats for Kids program
- Neighborhood Watch
- Coffee with a Cop

Additionally, the department has adopted the Illinois Association of Chiefs of Police and the NAACP’s Ten Shared Principles and incorporated them into their department culture by training all officers on the principles and including them in their policy and procedures. The department leads and initiates moderated conversations with community members.

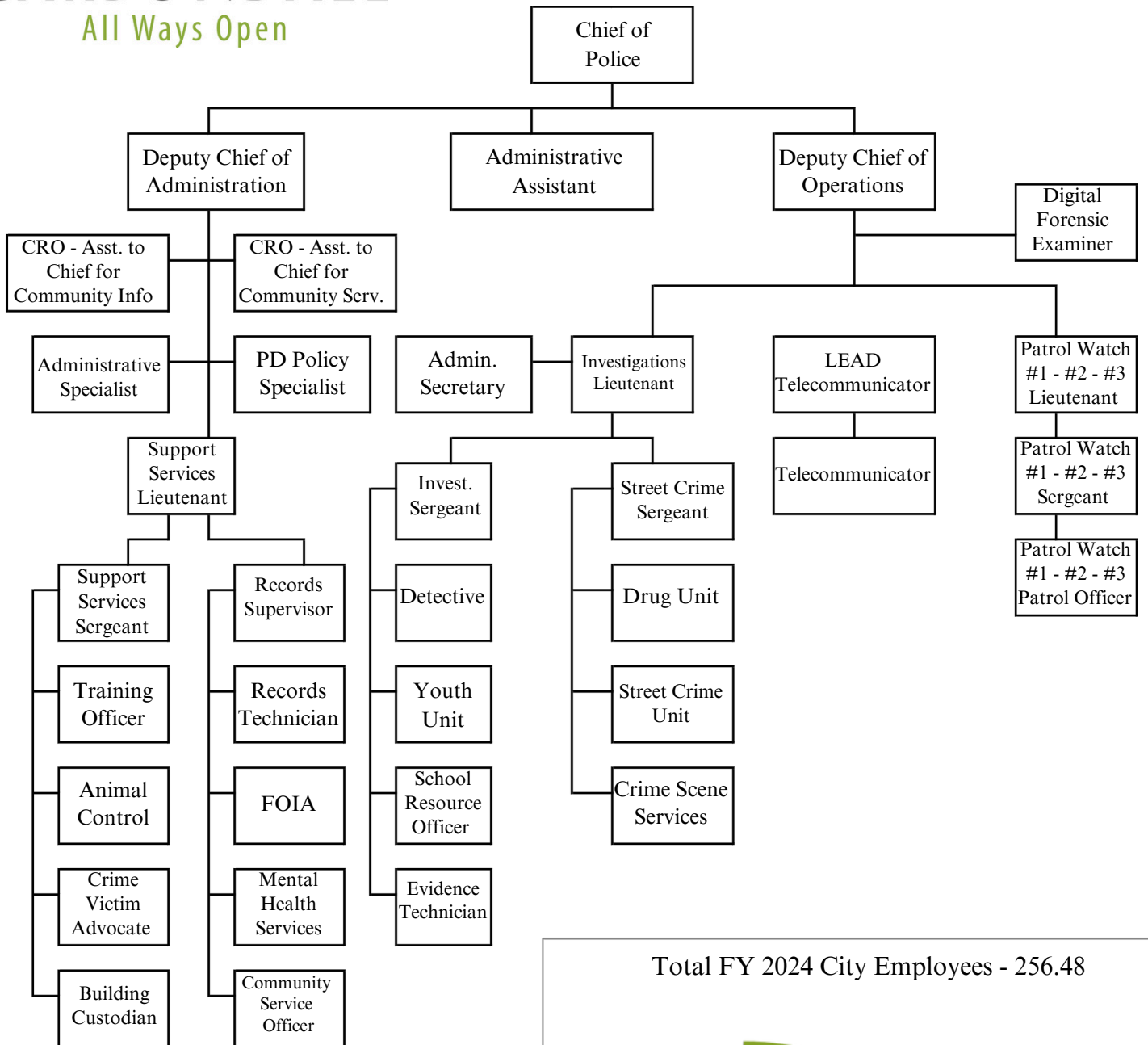


# CARBONDALE PD ORGANIZATIONAL CHART

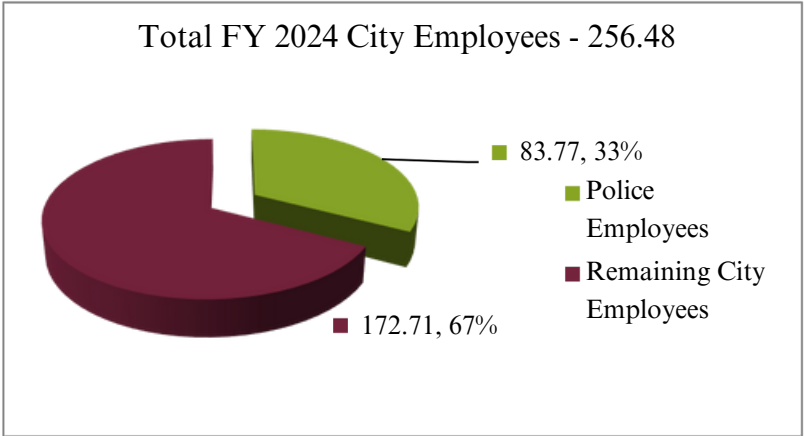


## CARBONDALE

All Ways Open



Total Number of Employees 83.77



# CURRENT CPD PROJECTS & PRIORITIES

The Carbondale Police Department has a reputation for its high level of professionalism. Several initiatives, priorities, and projects are underway, and it's expected the new chief will build and expand upon these efforts:

- Continuing the work of developing, expanding, and implementing a department wide community policing philosophy that incorporates 21st century policing strategies. The plan creation involves the whole community, the City Council, and city staff.
- Maintain, expand, and strengthen community relations. The chief is expected to meet regularly with residents, neighborhood groups, business owners, the educational community, and other stakeholders to enhance communication, build trust, and foster positive partnerships with both formal and informal leaders.
- Maintain a welcoming, inclusive, and professional culture in the department, where teamwork is expected, employees are valued, and differing opinions are encouraged. Not allowing a dismissive attitude is mandatory.
- Expanding upon current recruitment and retention efforts along with succession planning will be necessary for the next chief. Hiring and retaining a diverse workforce representative of the community shall be a top priority and continuous and constant effort.
- Maintain and expand programs aimed at educating youth about law enforcement operations and practices, while encouraging them to consider law enforcement as a career.
- Continuing efforts to build a high level of trust between the police department and young people by developing a mutual understanding of the impact of police practices on youth in the community and methods for improvement.
- Interagency cooperation. The chief of police will need to be open to developing partnerships with other law enforcement agencies, public health, social services, and other organizations that can provide services that mutually benefit residents while maximizing resources.
- Maintaining effective communications with all segments of the community. The chief of police is not a "9 am to 5 pm position". It is expected that the chief will be highly visible and engaged in the community to include participating in and attending community events, meetings, etc.
- Promote officer wellness and develop initiatives to support officers with the demands of law enforcement.
- Successfully work with the existing FOP bargaining unit to abide by current agreements and negotiate future agreements.



# IDEAL CANDIDATE

The ideal candidate for Chief of Police in the City of Carbondale should possess and demonstrate the following qualities and capabilities:

- Strong leadership skills, with the ability to plan, oversee, and manage the department's operations and activities effectively, while maintaining and fostering a positive and professional culture.
- In-depth knowledge of modern law enforcement principles, practices, and police administration, including organization and operational methods.
- Be committed to the principles and philosophies of community-oriented policing, while supporting activities and programs that align with a guardian approach to law enforcement.
- Proactive and forward-thinking. Show an ability to reject the status quo when visioning the future of the department.
- The ability to build and maintain positive relationships with the residential, business, and educational communities, and to lead the department through active community engagement. Practice good active listening skills and be approachable to all people.
- The ability to manage short- and long-term projects to increase effectiveness and efficiency.
- Innovative thinking, with a focus on leveraging current technology, programs, and procedures to improve service delivery and support department staff.
- A strong understanding of fiscal management and the ability to effectively oversee and manage the department's budget.
- The ability to engage in and promote open dialogue with employees on collective bargaining matters.
- Effectively collaborate with other city departments and external agencies.
- Serve as an example of teamwork and positive, proactive leadership in the Department and the community.
- Exceptional problem-solving skills, initiative, and the ability to make sound decisions on complex and challenging issues.
- Outstanding written and verbal communication skills, with the ability to deliver compelling public presentations and engage constructively with the media.
- Maintain personal and professional integrity in all interactions with the public, elected officials, and city personnel. Must model the organization's value.
- Be comfortable as a visible, positive proponent of the Police Department to the City Council, City Manager and the community.

# CANDIDATE QUALIFICATIONS

## Education:

- Graduation from an accredited college or university with a bachelor's degree in police science, public administration or related field; a master's degree is preferred.
- Completion of an advanced leadership and senior management training program such as the FBI National Academy, Northwestern's School of Police Staff and Command, Southern Police Institute's Administrative Officers Course, or PERF Senior Management Institute for Police is highly desirable.

## Experience:

- Demonstrated policy level and management experience as a Chief, Assistant Chief, Deputy Chief or equivalent senior rank in a similar sized organization; significant experience in directing, training, evaluating, selecting and disciplining employees.
- A minimum of ten (10) years of progressive supervisory experience in law enforcement with at least two (2) years of experience of senior command-level experience as a Chief, Assistant Chief, Deputy Chief, or similar senior administrative rank in police administration.
- Experience working in a union environment with collective bargaining and labor relations activities; preferred but not required.
- Demonstrated willingness to initiate community programs and experience in their implementation.
- Demonstrated experience and skill in working effectively in a culturally diverse community.
- Demonstrated experience budgeting with limited resources.

## Special Requirements:

The position requires a valid Illinois Driver's License and certification from the Illinois Law Enforcement Training and Standards Board, or the ability to obtain certification within six months of appointment.

**The chief of police must reside within the city's corporate limits within 6 months of hire. A 6 month extension may be granted with the approval of the city manager for extenuating circumstances.**





# COMPENSATION SUMMARY



- **Salary Range:** Starting salary range is \$122,000-\$135,000 to be determined based on experience and qualifications
- **Health Insurance:** Currently, \$50.00/mo. for single coverage, EE/Child \$231.76/mo., EE/Spouse \$296.80/mo. and Family \$580.90/mo.
- **Dental/Vision** plan 100% of single coverage, dependent coverage available
- Optional dependent life and supplemental insurance are available for employee, spouse and children at the employee's expense
- Participation in the Downstate Police Pension Fund
- Participation in the City's Supplemental Insurance Plan. Option to participate in Flexible Spending Accounts for health and dependent care
- Unmarked car provided by the city
- (12) paid holidays as approved by the Council; including birthday
- **Vacation:** Beginning year 1 through year 4 –2 weeks per year; beginning year 5 through year 9 – 3 weeks per year; beginning year 10 – 4 weeks per year; beginning year 15 – 4 ½ weeks per year and beginning year 20 and greater – 5 weeks per year
- **Sick Leave:** 12 days per year
- Option to participate in Mission Square Retirement and Nationwide Deferred Compensation Plan



Requests for an employment agreement will not be entertained.

# SELECTION TIMETABLE

- **April 3, 2025, by 12 p.m. CST:** Application Submission Deadline
- **April 3-10, 2025:** Initial Application/Resume Review
- **April 10, 2025:** Applicant Questionnaire Distributed to Selected Candidates with Due Date of April 22.
- **May 12, 2025:** Virtual Interviews for Selected Candidates (Tentative Date)
- **May 19, 2025:** All Day Assessment Center to be held in Carbondale, IL for Selected Candidates
- **June 2025:** Finalist Interviews with City Manager, Human Resources and Virtual Community Forums
- **June 2025:** Finalist Background Checks

## HOW TO APPLY

Interested candidates should apply by **12 p.m. on April 3, 2025** by sending:

- Resume
- Cover letter
- Contact information for five (5) professional references

Send items listed above via email to [kenny@ilchiefs.org](mailto:kenny@ilchiefs.org), [aj@ilchiefs.org](mailto:aj@ilchiefs.org), and please courtesy copy [carmen@ilchiefs.org](mailto:carmen@ilchiefs.org)

Please include the following subject line:

**Chief of Police Recruitment - Carbondale PD**

Candidates selected as semi-finalists must be available for virtual interviews on **Monday, May 12, 2025**.

Upon conclusion of interviews, candidates selected as finalists must be available for an all-day assessment to be held in Carbondale tentatively scheduled for **Monday, May 19, 2025**.

Questions regarding this opportunity should be directed to:

Illinois Association of Chiefs of Police Executive Director Kenny Winslow by emailing [kenny@ilchiefs.org](mailto:kenny@ilchiefs.org) or calling 217-523-3765.

The Illinois Association of Chiefs of Police is assisting with this search.

The City of Carbondale is an Equal Opportunity Employer.

