



Illinois Association of Chiefs of Police

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January 27, 2020

To: The Village of Olympia Fields, Illinois
From: Ed Wojcicki, Executive Director

Re: Search for a new police chief

The Illinois Association of Chiefs of Police (ILACP) is grateful for your interest in our Police Chief Executive Search and Assessment Center. Our process is very reliable in identifying candidates who are most likely to succeed in the important position of Chief of Police. This letter provides a general overview of our process. Please consider this a draft that you can discuss with others in the village. We can revise and refine it so that it meets your needs exactly.

The ILACP Executive Search and Assessment Center process incorporates a recruitment process and then a full day of group and individual exercises aimed at diagnosing candidates' managerial, functional, and professional skills and competencies. Outcomes of the Assessment Center process include a quantitative profile of skills and competency levels.

Since this program began in 1996, we have assisted many municipalities in finding a highly qualified police chief. We have recently updated our materials to reflect changes in 21st century policing.

The ILACP is able provide the following services in the selection process for a new Police Chief for the Village of Olympia Fields:

1. Meet with village leaders to discuss the qualifications you are seeking in a police chief. Collaborate on the language of a job description.
2. Advertise the position.
3. Review and evaluate resumes and initially recommend approximately 10 candidates – that number is at your discretion -- to receive the Chief of Police Candidate Questionnaire.
4. Together with the village, develop and distribute the questionnaire to approximately 10 (number to be determined) semifinalists. Give these semifinalists two weeks to complete the questionnaire.
5. Review and evaluate Chief of Police Candidate Questionnaires; then recommend five candidates for the Assessment Center process. The final selection of the five finalists is made by the village.
6. Form a diverse Assessment Panel of three external experienced police chiefs or retired chiefs and experts in law enforcement, acceptable to the Village of Olympia Fields.
7. Administer an all-day Assessment Center to test for six dimensions of leadership and an ability to be a modern-day chief of police.

We would establish a mutually agreeable day for the all-day assessment process. We bring the finalists to the assessment center – a location that is mutually agreeable. Sometimes this is the village hall; other times we go to a hotel with conference rooms. We often do these on a Saturday but they can be conducted on a weekday. The assessment process consists of:

- ORAL INTERVIEW – each candidate is individually interviewed by the assessor team in the area of current interests, motivation, leadership, problem analysis, analytic skills and general background, utilizing a set of predetermined questions keyed to job performance expectations.
- ROLE PLAY CHOICE 1: THE NEWS MEDIA EXERCISE – this exercise is one in which the candidate is placed in a situation of an impromptu news conference dealing with a critical situation of great importance to the community.
- OR ROLE PLAY CHOICE 2: MEETING WITH LOCAL LEADER – this exercise places the “police chief” in a difficult conversation with an irritated local leader about an issue of importance to the community.
- OR ROLE PLAY CHOICE 3: MEETING WITH COMMUNITY LEADERS. This exercise is under development and will be made available after testing, possibly in time for the Olympia Fields assessment.

The Village of Olympia Fields would choose which role play scenario would be used in the assessment center.

- IN-BASKET EXERCISES – each candidate is given a realistic in-basket to prepare written responses to a variety of situations that typically face police chiefs.
- GROUP EXERCISE – all candidates are placed together in a “leaderless group” setting to solve a difficult problem for a mayor.

These exercises allow us to examine “six dimensions of leadership” that are necessary to be a successful police chief in the 21st century. Those six dimensions are:

- Leadership
- Strategic Planning/Critical Thinking
- Oral Expression
- Written Expression
- Community Engagement/Interpersonal Skills
- Personnel Development/Training of Staff

After the assessment center process concludes, the Assessment Panel members remain on site, and within a couple of hours, will rank-order the finalists with a quantified analysis and a recommendation that the village follow up with the selected candidate or candidates. (The rest of the hiring process is up to you.) To be clear: We will present this rank-ordered list to village officials the same day the assessment center is conducted; there is also time for a brief oral report by the assessors. Within a few days, the village would receive a draft written report with more information that explains how each candidate performed.

The village would be responsible for negotiating terms of employment and a compensation package. Villages and cities typically conduct additional interviews with their top candidate(s) after the day of the Assessment Center.

To successfully accomplish the above tasks, the Village of Olympia Fields would agree to pay the Illinois Association of Chiefs of Police a fee of \$9,000. Payment for the desired services shall be:

- \$3,000 due to ILACP within 30 days of the signing of the agreement
- \$6,000 upon conclusion of the Assessment Process and delivery of the written report

The entire process can be compressed into two months:

- An initial meeting with village officials of your choosing
- Finalize job description
- About two weeks to advertise the position and review applicants
- About two weeks to send and receive the questionnaires
- A few days to complete review of the questionnaire and choose the finalists
- The daylong assessment center
- Followup and deliberation by the village

I serve as the administrator of this process and of the Assessment Center. You can expect a lot of discussion between the village and me as the process moves along. The Assessment Center process is field tested and time tested and will provide you with highly qualified applicants and an excellent police chief.

Let me know if you would like to discuss further. Thanks again for your interest. I look forward to hearing from you.

Sincerely,



Ed Wojcicki, Executive Director

Accepted by: _____

Date: _____