



# *Millersville Police Department*

1246 Louisville Highway, Goodlettsville TN 37072

Phone (615) 859-2758 - Fax (615) 851-1825

**Job Title: Police Captain**

**Department: Police Department**

**Reports To: Chief of Police**

**Salary Range: \$70,000 - \$78,000 Annually**

## **Summary:**

The Police Captain serves as the second-in-command of the Millersville Police Department and reports directly to the Chief of Police. The captain provides day-to-day leadership, supports supervisory staff, and helps carry out the department's mission with a focus on accountability, professionalism, and public trust.

## **Essential Duties and Responsibilities**

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

### **Key Responsibilities:**

#### Leadership & Supervision

- Oversee daily operations across patrol, investigations, and administrative functions.
- Provide leadership and guidance to lieutenants, sergeants, detectives, and patrol officers.
- Serve as acting Chief of Police in the Chief's absence or when designated.
- Conduct regular performance evaluations and mentoring of supervisory personnel.

#### Policy & Administration

- Assist the Chief in developing and implementing policies, procedures, and strategic plans.
- Monitor compliance with departmental standards, accreditation benchmarks, and applicable laws.
- Coordinate scheduling, training, and resource management.
- Review and approve reports and internal documentation.
- Conduct or oversee internal investigations assigned by the Chief, ensuring professionalism, objectivity, and a commitment to transparency and accountability.

#### Community & Interagency Relations

- Represent the department in meetings with city officials, community stakeholders, and partner agencies.
- Assist in public information responsibilities, community outreach, and media engagement as needed.
- Support crime prevention, recruitment, and public safety initiatives.

#### Operational Readiness

- Represent the department in meetings with city officials, community stakeholders, and partner agencies.
- Respond to major incidents or complex calls for service, providing command oversight at the scene.
- Assist with planning for special events, emergency preparedness, and tactical coordination.
- Identify operational gaps and collaborate with the Chief on solutions and future planning.

## **Chain of Command**

The Captain reports directly to the Chief of Police and is responsible for command-level leadership over assigned personnel. While delegation may occur, overall accountability remains with the Captain for assigned functions and staff.

## **Minimum Requirements**

- Certified law enforcement officer in good standing in the State of Tennessee.
- At least 8 years of progressively responsible law enforcement experience, including 3 or more years in a supervisory capacity.
- Strong leadership presence, communication skills, and administrative ability.
- Valid Tennessee driver's license with an acceptable driving record.

## **Preferred Skills**

- Graduate of a command-level leadership program (e.g., FBI National Academy, Southern Police Institute, TACP Leadership).
- Associate or bachelor's degree in criminal justice, Public Administration, or a related field preferred.
- Experience with accreditation, training programs, policy writing, and organizational development.
- Familiarity with tools such as PowerDMS, RMS, and data-driven policing practices.

## **Required Certifications/Licenses**

### **A. POST Certification**