



## *City of Millersville*

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1246 Louisville Highway  
Millersville, TN 37072-3613

Phone: (615) 859-0880  
Fax: (615) 851-1825

**POSITION TITLE:** **POLICE CHIEF**  
**CLASSIFICATION:** Administrative police, public safety.  
**REPORTS TO:** City Manager  
**FLSA STATUS:** Exempt

### **SUMMARY:**

Performs complex administrative and protective service work in directing all activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Manager. Supervision is exercised over all departmental personnel.

### **DISTINGUISHING FEATURES OF WORK:**

This is the highest position in the Law Enforcement Series.

### **ESSENTIAL EXAMPLES OF WORK:**

Plans organizes and directs all police operations, coordinates work with other law enforcement agencies and city officials. Oversees all records management; supervises maintenance of all records and materials associated with law enforcement activities or administration; Plans, programs, directs, and evaluates the operation of the Police Department; develops annual budget and controls budgeted expenses; formulates and implements police policy, procedures, rules, regulations and programs; prepares and reviews operational and administrative reports. Responsible for the maintenance and updating of all "SOP" that are in force in the police department and is responsible for placing all such plans into effect.

Responsible for all matters pertaining to police personnel, including placement/selection, staffing, discipline, training, evaluations, safety, etc.

Makes periodic public addresses; meets with the news media for interviews pertaining to police matters; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement;

Evaluates work of subordinates; Patrols and supervises others patrolling, by foot, motor vehicle, horse or bicycle, the streets of the City, places of business, and residential districts enforcing City ordinances and State laws. Directs and controls traffic when necessary. Issues written citations. Deals with citizen complaints. Must make arrests when necessary.

Coordinates, directs and/or performs formal and in-service training programs for departmental personnel.

Assists subordinates in preparation for court and legal proceedings.

### **ADDITIONAL EXAMPLES OF WORK:**

Ability to perform CPR, First Aid, use AED equipment, as needed. Operates a patrol vehicle to observe for violations of traffic laws, suspicious activities or persons and disturbances of law and order. Responds to radio dispatches and answers calls and complaints. Issues citations for traffic violations. Serves warrants and makes arrests and testifies in court. Assists with criminal investigations, conducts stakeouts, assists with presenting evidence, interviewing victims and witnesses, perform property and evidence duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Police department activities and services, including modern public safety techniques, crime prevention, emergency services, all applicable TCA codes, record keeping, and department administration. Operation, maintenance and uses of police equipment. Pertinent Federal, State, and local laws, codes and regulations pertaining to police services. Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Modern and complex principles and practices of program development and administration. Advanced principles and practices of municipal budget preparation and administration. Incident command theory. Principles of supervision, training, and performance evaluation. Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel, delegate authority and responsibility. Select, supervise, train, and evaluate staff. Provide administrative and professional leadership and direction for the Police Department. Identify and respond to community, and City Commission concerns and needs. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient police services. Properly interpret and make decisions in accordance with laws, regulations, and policies. Meet the physical requirements necessary to perform the assigned duties safely and effectively. Make technical and emergency decisions quickly and calmly under emergency conditions. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, and the general public. Ability to lead and direct the activities of police officers; ability to establish and maintain effective working relationships with other City officials and with the general public; Ability to prepare, analyze, interpret, and review statistical information; ability to evaluate effectiveness of the police operation and to institute improvements.

### **WORK ENVIRONMENT:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, stooping, crouching, crawling, standing, walking, running, pushing, pulling, and lifting; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, hazards and atmospheric conditions. The worker may be

exposed to blood borne pathogens and may be required to wear specialized personal protection equipment.

**TRAINING AND EXPERIENCE:**

Candidates will have demonstrated responsible leadership experience in a comparable law enforcement agency, ten (10) years in police operations, and/or training that includes progressively responsible police agency management, law enforcement administration, patrol work, criminal investigations, budget administration, and personnel supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Five (5) of the ten years must be progressively responsible supervisory and administrative law enforcement experience. Candidates should have a bachelor's degree from an accredited college/university or equivalent experience. A master's degree may be a plus but is not required. Senior professional leadership training is desired and completion of an in-depth course of instruction in police management such as Northwestern University's School of Police Staff & Command, Southern Police Institute or FBI National Academy highly desirable. Must meet Minimum Standards Law (TCA 38-8-106) requirements. Must be a citizen of the United States and meet the physical, psychological, and criminal records and other standards for the assignment established by the Police Department.

**NECESSARY SPECIAL REQUIREMENTS:**

Must be a TN P.O.S.T Officer

Please email a cover letter and resume to Tina Tobin, City Manager at:  
[citymanager@cityofmillersville.com](mailto:citymanager@cityofmillersville.com)