

CITY OF EAGLEVILLE

JOB DESCRIPTION

Title. Police Chief	Grade. 19
Reports To. City Manager	FLSA. Exempt
Department. Police	Created Date. March 11, 2016 Edited. July 2026

JOB SUMMARY.

Chief Law Enforcement Officer of the City of Eagleville responsible for the oversight of department operations and the supervision of all Police Department personnel. Also performs specialized police work involving the detection and arrest of violators. Also performs generalized police work involving the enforcement of laws and ordinances, protecting life and property, crime prevention, community services or other specialized assignments of comparable responsibility.

ESSENTIAL FUNCTIONS.

- Supervises the performance of all Eagleville Police Officers who perform law enforcement functions in the City.
- Reviews daily activities and assigns cases for follow-up as necessary.
- Prepares various routine and specialized reports to include TIBRS and tickets on a monthly basis.
- Periodically visits all businesses in the City to ascertain their satisfaction with and need for police services, and advises on business security needs.
- Patrols School Zones in concert with County Sheriff's Department.
- Meets with Police Officers to discuss operations, case progress and individual performance.
- Performs a variety of specialized criminal investigations involving property and on-persons crimes, gathers evidence, preserves crime scene, prepares cases for prosecution, and interviews persons involved in incidents.
- Writes and executes search warrants.
- Searches persons, places, and things.
- Transports persons and property.
- Seizes and processes evidence.
- Appears in court as the State's witness and delivers testimony.

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- Secures and protects the scene of a crime, makes arrests, determines suspect involvement in other crimes and investigates accordingly.
- Prepares reports to accurately document information.
- Investigates known or suspected criminals or facts of particular case to detect planned criminal activity or clues.
- Investigates crimes and questions witnesses.
- Examines scene of crime to obtain clues and gather evidence.
- Arrests or assists in arrest of criminals or suspects.
- Prepares assigned cases for court, according to formalized procedures.
- Patrols the City by automobile, or on foot for the prevention of crime and enforcement of all applicable criminal, traffic, and City Ordinances.
- Pursues offenders by patrol vehicle and on foot, stops offenders, subdues resisting offenders using force where appropriate, including deadly force, and arrests offenders.
- Responds to calls for service involving crimes such as robberies, assaults, homicides, and narcotics violations.
- Responds to general public service calls for civil or societal problems.
- Responds to hazardous materials incidents and traffic accidents, investigates traffic accidents, detects impaired drivers, administers first aid, directs traffic and requests medical assistance.
- Transports persons and property.
- Performs crowd and riot control activities.
- Protects crime and traffic accident scenes.
- Measures and diagrams crime and traffic accident scenes.
- Assists distressed motorists, directs traffic, assists and refers mentally ill, indigent, and other persons in need.
- Performs evacuations, and moves persons, vehicles, and other property from unsafe locations.
- Provides police services at various special events in the City.
- Presents public relations programs to groups, presents other programs and participates in community functions.
- Responds to emergency situations relating to weather, on or off duty.
- Maintains vehicle and all equipment.
- Acts as official escort for city officials, funerals, and businesses. Provides security at school or special events and functions, such as, court proceedings, council meetings and mass gatherings.
- Closes and secures recreation facilities.

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- Works through the City Manager to keep Council informed as needed of day-to-day operational statistics and significant events. Submits monthly reports to Council at Regular Council meetings.

SECONDARY FUNCTIONS. Performs other related duties as required, such as securing event areas, positioning detour signs, assisting with the safe set-up and take-down of temporary structures and as needed other tasks to facilitate the safety of the City's various community events.

SUPERVISORY FUNCTIONS. Supervises all personnel assigned to the Police Department.

KNOWLEDGE, SKILLS.

- The use of police equipment which includes vehicles and weapons.
- The use of electronic and audio equipment.
- The use of crime scene evidence collection equipment.
- Principles and practices of modern police work and law enforcement methods.
- Federal, State and City laws governing Police operations, custody of prisoners, search and seizure, the rules of evidences, departmental rules and regulations.
- General City law enforcement concerns, Geography of the City, and Layout of major facilities.
- Problem oriented policing, community agencies and other available resources.
- Methods of patrol, criminal, and traffic investigations.
- Must possess computer application skills that at a minimum including Microsoft Office products including Word and Excel. Also must be able to learn quickly the City's ticket and court software, and other specific software related to the functions of the City.
- Ability to attract and retain a working department building consensus and rapport with officers.
- Ability to retain a good rapport with the Rutherford County Sheriff's Department and other agencies.

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ABILITY.

- Analyze situations, maintain composure, make effective and reasonable decisions.
- Remembers names, faces, and details of incidents.
- Establish and maintain effective relationships with those contacted in the course of work.
- Clearly and concisely document the facts and circumstances of a law enforcement incident.
- Correctly identify the elements of a crime and accurately record them in a police report for purposes of prosecution.
- Maintains proficiency in operating a variety of law enforcement tools including weapons, vehicles, and computers.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to speak clearly and persuasively in positive or negative situations. listens and gets clarification. responds well to questions. participates in meetings.
- Ability to write clearly and informatively. Edits work for spelling and grammar. Able to read and interpret written information.
- Ability to follow instructions, responds to management direction. Completes tasks on time or notifies appropriate person with an alternate plan.
- Ability to meet scheduling and attendance requirements.

CERTIFICATIONS, LICENSES, REGISTRATIONS.

- Valid Tennessee Class D Driver's License.
- Tennessee Peace Officers Standards and Training Commission (POST) Police Officer Certification
- Must continuously meet all the requirements and standards of POST.
- TIBRS certified
- TIES certified.

REQUIRED EDUCATION/OR EXPERIENCE.

Associates Degree, POST certified Police Officer, and seven years experience as a Police Officer three of which involved supervision.

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PREFERRED EDUCATION/OR EXPERIENCE.

Four Year College Degree from an Accredited College with a degree in Criminal Justice, Public Administration or other relevant degree.

PHYSICAL CONDITIONS.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly be able to lift and/or move, push or pull up to 25 pounds and occasionally required to lift and/or move, push or pull up to 50 pounds without assistance and up to 100 pounds or more with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

WORKING CONDITIONS.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and explosives. May be exposed to emergency, dangerous and life threatening situations, and very stressful situations.

Eagleville is a Drug Free Workplace and Equal Opporunty Employer

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SIGNATURE/APPROVAL

Department Director

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.