

POLICE CHIEF

Reports to: Mayor

Nature of work:

Work involves the responsibility for planning, organizing, and directing the activities of the Greenfield Police Department. Work requires a thorough familiarity with modern police techniques, methods, and practices as applied to traffic control, repression of criminal activity, crime detection, investigation and apprehension of criminals, general patrol functions and a thorough knowledge of local, state and federal criminal laws. Work is performed within the general framework of established policies and regulations. Work involves consulting with other law enforcement agencies, MTAS and the Tennessee Post Commission to ensure effective and efficient law enforcement services.

Examples of work performed:

- Supervises members of the Police Department
- Works with the Mayor to fill openings in the department.
- Trains new members of the Police Department.
- Plans, organizes and directs the programs and activities of the Police Department.
- Consults with the Mayor and Board of Aldermen in the development, interpretation and enforcement of city ordinances.
- Patrols within the city limits, enforcing the city ordinances, state and federal law.
- Responsible for maintaining the records and reports needed by other law enforcement agencies, units of government and the City governing body.
- Responsible for coordinating City court and the City attorney.
- Consults with the City Recorder in the preparation of the budget.
- Forms and delegates work methods and procedures to be followed by the department personnel and makes necessary changes to improve police operations.
- Testifies in court and legal proceedings as the need arises.

- Attends civic clubs, schools and other community organizations to explain and promote the activities and functions of the department. Visibility and involvement in the community is a must.
- Attends all meetings of the Greenfield Board of Mayor and Aldermen.
- Provides animal control services.
- Cooperates with local, state and federal law enforcement agencies in the development and implementation of joint programs and operations related to law enforcement activities.
- Handles complaints made against the department or its employees.
- Performs related work as required.

Required knowledge and skills:

Attach copies of any training certificates.

- Must have 10 years of law enforcement experience and a minimum of 5 years of administration and supervision experience.
- Extensive knowledge of modern police methods, practices and techniques.
- Extensive knowledge of federal, state and city laws and ordinances particularly with reference to the apprehension, arrest and prosecution of person, rules of search, seizure, evidence and of agency rules and regulations.
- Ability to write legibly.
- Ability to use communication equipment properly by FCC.
- Ability to delegate responsibilities and authority to department members.
- Ability to deal with public and department personnel firmly and courteously.
- Ability to maintain a high level of discipline and morale.
- Ability to establish and maintain effective working relationships with other City officials, county, state and federal authorities, civic leaders and the general public.
- Ability to prepare and effectively present oral and written information.
- Ability to react quickly and calmly in emergency situations and to determine the proper course of action.
- Ability to explain pertinent provisions of laws, ordinances and regulations.
- Must have completed a post approved Police Academy with a satisfactory score in all fields.

- Must have a valid Tennessee driver's license or obtain within a month of employment date.
- Must not have been convicted of a felony nor a serious misdemeanor nor have been released or discharged under any other than honorable conditions from any of the U.S. Armed Forces.
- Must be able to pass a physical, drug test, psychological exam and background check.

I have read and understand the above job description relating to the Chief of Police. I can perform the nature of work described. I am willing to perform the examples of work described. I possess the knowledge and skills necessary for this position.

I understand and agree that giving false information on my application is grounds for dismissal.

Signature

Date

GREENFIELD POLICE DEPARTMENT EMPLOYMENT APPLICATION



An equal opportunity employer.

226 NORTH FRONT ST.
GREENFIELD, TN. 38230
PH # 731-235-3131
FAX# 731-678-0119

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone () - _____ Date of Birth / / Social Security Number - -
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Have you ever been convicted of a **felony** or any **crime** in the last seven years? Yes No Explain _____

Are you a citizen of the United States? Yes No

JOB INTERESTS/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? Yes No If yes, when? _____

Type of employment requested Full Time Part Time Temporary

Date you could begin working _____

Summarize any other special skills or qualifications

EDUCATION

Do you have a High School Diploma or a G.E.D? Yes No

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

1. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____
Work Performed _____
Reason for leaving _____

2. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____
Work Performed _____
Reason for leaving _____

3. Name of Employer _____
Address _____
(Street) (City) (State) (Zip Code)
Supervisor and Title _____ Your Title _____
Employed From _____ To _____
Work Performed _____
Reason for leaving _____

REFERENCES

<i>Name</i>	<i>Relationship</i>	<i>Home Phone</i>	<i>Daytime Phone</i>

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____

CITY OF GREENFIELD EMPLOYEE BENEFITS

The position of Police Chief is considered a full time, salary position.

Benefits include...

HEALTH INSURANCE

Currently, the City pays 100%, less \$10.50 per week, after a 30 day waiting period. Includes vision and dental.

LIFE INSURANCE

\$25,000.00 after a 30 day waiting period.

PAID HOLIDAYS after 6 month probationary period.

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve
Juneteenth	Christmas Day
	Day after Christmas

SICK PAY

1 day/month after 6 month probationary period. Can accumulate up to 90 days.

VACATION PAY

After 1 year employment-5 days
After 2 years employment-10 days
After 15 years employment-10 days + 5 days pay
After 25 years employment-10 days + 10 days' pay
All employees must take 5 days leave each year.

RETIREMENT

Tennessee Consolidated Retirement-Hybrid Plan

ANNUAL RAISE - Based on annual budget.

