

AUSTIN PEAY STATE UNIVERSITY

Chief of Police

Located in Clarksville, Tennessee, in the Nashville metropolitan region, Austin Peay State University (APSU) is a thriving campus that serves the northern Middle Tennessee region, the state, the nation, and the world abroad. The university has the Clarksville campus and the Austin Peay Center at Fort Campbell near the Tennessee-Kentucky border. With more than 119,000 alumni and a diverse population of over 10,500 students, Austin Peay is classified as a Master's Large institution by the Carnegie Foundation. It offers doctoral, graduate, bachelor's, and associate degree programs, with many fully online options. With nearly 9,000 undergraduate students and 1,500 graduate students, APSU provides a vibrant residential campus as well as serving online, part-time, and adult learners across multiple degree offerings. Austin Peay student athletes compete in the Atlantic Sun Conference in NCAA Division I. Austin Peay has a strong relationship with the United States military and is one of only two universities with its own facility on an active military installation – at nearby Fort Campbell. APSU military-affiliated students comprise nearly 30 percent of its total enrollment.

With a population of more than 185,000, Clarksville is Tennessee's fifth-largest city and is located just 45 minutes from Nashville. It is one of the fastest growing and youngest cities in the country, with a growth percentage of 10.5% over a four-year period. Clarksville ranks as the third most diverse city in Tennessee, is home to the state's youngest population, and was named "No 1. Best Place to Live" in 2019 by Money magazine. Tennessee is a zero-income tax state, meaning residents do not pay state taxes on their personal income. Clarksville is also more affordable than the average city, with its cost of living measuring an impressive 89 of 100 on the living index and its homeowner housing ranking standing at 79.3. Nearby Nashville is a major metropolitan area with more than two million residents. It prides itself for serving as the home of country music and for its sprawling entertainment and cultural offerings across music, film, and television. It is also the base of the Tennessee Titans football, Nashville Predators hockey, and Nashville SC soccer teams. Nashville is well-recognized for its vibrant creative community, filled with art galleries, theaters, and performance stages, in addition to its deep historical culture with its museums and national history attractions.

Overview of Position: Reporting to Vice President for Finance and Administration, the Chief of Police is a sworn, armed law enforcement officer and provides administrative and supervisory oversight of the Campus Police Department. The department is currently comprised of approximately thirty employees, including an Assistant Chief, a Lieutenant, a Parking & Transportation Director, three Sergeants, three Corporals, ten Police Officers, five Security Guards, three Dispatchers, a Parking Assistant, and a Parking Control Assistant. The FY25 Budget for the Police Department is \$3.7M (\$1M Operating w/o salaries and benefits) and the main campus is approximately 200 acres.

Position Accountability

The Chief of Police oversees the day-to-day operation of Police and Public Safety operations, including:

1. Develops and implements public safety policies and procedures for the University consistent with general safety and campus police principles and legal and regulatory requirements.
2. Continually assesses the University's safety needs and establishes a plan, priorities and strategies for upgrading public safety services and addressing public safety issues.
3. Provides strategic guidance for the direction of the department in line with community and national best practices.
4. Provides guidance, supervision, and collaboration with the Emergency Manager regarding emergency preparedness initiatives, campus crisis maps, emergency operations plan, business continuity plans, emergency notification system, campus safety app, social media posts and more.
5. Balances customer service and public safety delivery models that expect excellence from staff who are trained in cultural competencies, appreciate a variety of diversity characteristics, and are committed to the mission of providing professional law enforcement, effective emergency response, crime and incident reduction and community outreach and education.
6. Models courteous engagement and outstanding customer service with faculty, staff, students and visitors to develop trust and to create opportunities for collaborative problem solving and partnerships, while maintaining adherence to safety principles and laws.
7. Has general responsibility for coordinating safety and security for events, performances, concerts, commencement, summer programs, etc.
8. Works collaboratively with appropriate University departments and external constituents in the planning of major events.
9. Develops and manages the Police and Public Safety Dept. budget and maintains effective service levels.
10. Researches and recommends appropriate technology tools for public safety and security, and emergency preparedness. Proactively leads the team with change management around improving operations to ensure that systems and processes are efficient, effective, and compliant.
11. Conducts investigations of criminal law that compromise the safety and security of the University.
12. Enforces all University policies, such as workplace violence, sexual harassment, code of conduct, protection of minors on campus, etc.
13. Educates the University community about the mission and services of the police and public safety department to ensure effective and collaborative partnerships. Conducts public safety information sessions with campus community.
14. Develops, cultivates, and maintains collaborative relationships, serving as inter-agency liaison with local law enforcement and other emergency service agencies that provide support to all campus locations.
15. Works collaboratively with appropriate University leaders to implement procedures to provide university-wide notifications concerning emergency university closing, severe weather conditions or other campus emergency events.

16. Develops and maintains collaborative relations with peer institutions' security/safety/police departments.
17. Supervises a 24/7 Police and Public Safety department. Proactively leads, develops and supports the department staff to achieve excellence through increased training, responsibility, productivity. Hires, trains and supervises qualified officers and staff; provides coaching and regular feedback, recommends professional development, conducts performance reviews and implements ongoing training requirements and performance standards for officers.
18. Develops and maintains a comprehensive Policy and Procedure Manual that includes, but is not limited to, emergency procedures, notification procedures, report writing guidelines, daily log procedures, patrol and investigative procedures; Functions provided by Police and Public Safety Department; Emergency communications center, police and public safety, community policing and services, special events, parking decals and enforcement.
19. Ensures that the University is in compliance with campus crime reporting requirements, inclusive of the Jeanne Clery Act and Tennessee law.
20. Oversees a campus crime prevention program, which focuses on the reduction and prevention of crime while building community relations.
21. Conducts regular drills and emergency response training in cooperation with key departmental campus leaders.

Requirements:

- At least 21 years of age and possess a valid motor vehicle operator's license.
- A bachelor's degree in criminal justice, law enforcement, public administration, or a related field.
- A minimum of ten years of experience in increasingly responsible, high-level leadership positions within police or public safety agency.
- At least five years of proven success and expertise in a leadership or supervisory role, with no prior experience as a Police Chief required.
- A proven leader in building strong relationships between culturally diverse communities and law enforcement.
- A compassionate, ethical, and empathetic leader.
- Emergency management experience, specifically utilizing the Incident Command Systems (ICS) or National Incident Management Systems (NIMS) for planning and execution of high-profile events.
- Experience and training in applying best practice techniques to mental health situations.
- Experience and training in de-escalation techniques.
- Successful candidates must meet, or be able to meet, all requirements for certification under [Tennessee Peace Officers Standards and Training \(P.O.S.T.\)](#). *(A candidate who is not Tennessee POST certified would be expected to obtain POST certification within six-months of employment.)*
- Excellent written and verbal communication skills.
- Successful effective supervision within a law enforcement setting.
- Able and willing to work a flexible schedule and to meet requirements of the position, including frequent extended days, nights, weekends, and on call responsibilities. This individual will be required to lift twenty pounds or more, squat, run, be able to work

in the cold, heat, rain, or other outdoor conditions, as well as sit and type and interact with people with diverse identities and experiences.

- Provide positive leadership to motivate, develop, recruit, and support staff.
- Demonstrated ability to exercise good judgment in evaluating situations and making decisions; ability to be an effective facilitator who can lead critical analysis of existing processes and can assist those involved in formulating recommendations for improvement without alienating others.
- Intermediate computer proficiency in Microsoft/Google Suite.

Preferences:

- Experience in a university or campus environment
- Master's degree is preferred.
- Experience in or high motivation to work in a large, public, military-affiliated institution (as APSU military-affiliated students comprise nearly 30 percent of its total enrollment.)
- Graduation from the FBI National Academy or other similar law enforcement leadership program preferred.

Physical Requirements/Working Conditions

- Frequently required to move around campus, both indoors and outdoors.
- Frequently required to ascend and descend staircases.
- Frequently required to work outdoors in varying temperatures and weather/atmospheric conditions including dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Frequently required to use a computer and communicate with others in person or via email, video conferencing, chat applications, and/or telephone.
- Frequent 24/7 on-call responsibility and after-hours work required (nights, weekends, holidays)
- Frequently operates motor vehicles on campus.
- Occasionally positions and moves self in order to respond to emergency situations.
- Frequently moves and transports objects weighing up to 50 pounds.

Salary range for this position is \$110, 000 to \$120,000 with excellent benefits. Tennessee is a zero-income tax state, meaning residents do not pay state taxes on their personal income.

The search is being managed by D. Stafford and Associates. To apply, send an email with a current resume and cover letter to kbraun@dstaffordandassociates.com.

To discuss specifics about the position, contact Darryl Madden at searches@dstaffordandassociates.net

For assistance with the application process, contact Kim Braun at kbraun@dstaffordandassociates.com