

The City of Covington, Tennessee



Invites You to Apply for



Chief of Police

City of Covington, Tennessee

Position Profile Chief of Police

About Covington

The City of Covington is now accepting applications for Chief of Police through January 14, 2022.



The City of Covington is in central Tipton County, Tennessee. Covington was established as Tipton County's seat of government on December 11, 1824, and on December 9, 1826, the state legislature authorized the incorporation of Covington. The city is in West Tennessee about 12 miles east of the Mississippi River.

US Highway 51 runs through the heart of Covington and Tipton County. Thousands of vehicles travel the north-south highway. It is approximately 20 miles from Covington to Interstate 40 and 30 miles to access to Interstate 55.

Covington has industry, retail, medical care, including a well-respected community hospital, a municipal airport, restaurants, and entertainment. The city has a population of just under 10,000, a Chamber of Commerce, several banking and financial institutions, a beautiful downtown area with historic charm, and a much lower cost of living than in Memphis and Shelby County. Being the County seat, the courthouse, justice center, jail, and other local headquarters are all within just a few minutes of each other within the city limits. Covington is home to the Tipton County Board of Education, one of the best public-school systems in Tennessee, and there are two private school systems and two institutions of higher learning – Dyersburg State Community College and the Jimmy Naifeh Center, and the Tennessee college of Applied Technology. Having the only industrial complex in Tipton County, Covington is home to **Charms** (a subsidiary of Tootsie Roll), **Unilever** (the worlds largest Ice cream manufacturer of its kind), **US Cold Storage** and **Sugarite**, making Covington the “sweet spot” of West Tennessee. The City of Covington is a service-oriented organization of more than 140 employees operating with a budget of approximately \$20 million. The City's vision is to be the number one small town of choice for families and business in Tennessee.

The Covington Municipal Airport is east of the city and features a 5,000-foot runway that can accommodate all aircraft up to small jet service. There is a modern terminal with facilities for pilots and meetings. The Memphis International Airport is located about 40 minutes south and provides 3540 daily flights to major cities. The Memphis International Airport is also the headquarters for Federal Express.



While in Covington, please drive down Main and Maple Streets in the South Main Historic District and view the old homes and brick walls. The tree-shaded streets are especially delightful during autumn when the leaves show off their brilliantly bright colors. Take in an afternoon at the library or take your children to Cobb-Parr Park to enjoy the unique kids' designed playground, year-round aquatic center, ball fields, tennis courts, and other amenities.

City Governance



The City of Covington was incorporated under a private act charter and is a Strong Mayor – Aldermanic form of Government. A copy of the charter can be viewed in its entirety at <http://www.mtas.tennessee.edu>. A copy of the municipal code can be viewed at the same website as well. The Board of Mayor and Aldermen is made up of the mayor, who is elected at-large and six (6) Aldermen representing three (3) individual districts. The Mayor and Aldermen serve staggered four (4) year terms.

The Board of Mayor and Aldermen is the Legislative branch of the City of Covington. The Board is responsible for the adoption of all ordinances, resolutions, and policies. The mayor presides at



all meetings of the Board of Mayor and Aldermen. The mayor only votes in case of a tie on questions before the Board. The mayor is the business administrator of the City and carries out the day-to-day operations of the city in accordance with the ordinances, resolutions, and policies adopted by the Board. The Board of Mayor and Aldermen meetings are held in the upstairs boardroom of City Hall at 5:30 pm every 2nd and 4th Tuesday of each month. City Hall is located at 200 W. Washington St., Covington, TN 38019.

The public is welcome and encouraged to attend all meetings. If special accommodations are needed to fully participate in any City meeting, individuals can contact City Hall at 901-476-9613 for special assistance.

City of Covington Police Department

The Police Department supports the City's vision through the implementation of strategic goals to provide a healthy and safe living environment. The Department consists of 37 sworn officers whose primary goals include the safety and security for the city's residents, businesses, property, and critical infrastructure resources. Covington Police Officers respond to an average of 28,000 calls for service each year.

The Police Chief is responsible for directing the operations of the Covington Police Department and is also expected to have a close working relationship with the Tipton County Sheriff's Department, the Tipton County 911 Board, and all other safety-related entities in and around Covington. The position is responsible for managing the administrative functions of the department, such as developing policies and procedures, personnel/employment decisions, formulating long-range plans and preparing the departmental budget. Additionally, the Police Chief is responsible for overseeing all matters related to police department activities; planning and implementing comprehensive community policing, law enforcement and public safety programs. The Chief must possess the ability to build community relationships through the development of partnerships and use of proven community-oriented policing techniques. As a key member of the mayor's leadership team, the ideal candidate will demonstrate the ability to embrace change and help guide the community through important challenges.

Equal Opportunity Employer

The City of Covington is dedicated to providing equal opportunity for employment to all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected class. The City of Covington adheres to Title VI and Title VII.



Job Description

CITY OF COVINGTON POSITION DESCRIPTION

Class Title: **Chief of Police**
Department: Police
Performance Appraisal: Management

Grade Number: GR-13
Date: 8/30/2010
FLSA: Exempt

GENERAL PURPOSE:

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police Department.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Mayor and Board of Aldermen.

SUPERVISION EXERCISED:

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, supervises, and evaluates police department operations.
- Develops policies and procedures for the Department to implement directives from the Mayor and Board of Aldermen.
- Plans and implements a law enforcement program for the City to better carry out the policies and goals of the Mayor and Board of Aldermen; reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.
- Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment
- Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of police department operations.
- Trains and develops Department personnel.
- Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.

- Prepares and submits periodic reports to the Mayor and Board of Aldermen regarding the Department's activities and prepares a variety of other reports as appropriate.
- Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.
- Attends conferences and meetings to keep abreast of current trends in the field; represents the City Police Department in a variety of local, county, state, and other meetings.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

PERIPHERAL DUTIES:

- Directs investigation of major crime scenes as well as accidents and related incidents involving persons or property.
- Testify in court of legal proceedings.
- Performs the duties of subordinate personnel as needed.
- Direct the maintenance of law enforcement equipment; analyze and recommend improvements to equipment and facilities, as needed.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- A. Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminal justice, public administration, or a closely related field, and
- B. Seven years of experience in police work, three years of which must have been equivalent to police sergeant or higher, and
- C. Completion of a Tennessee Peace Officer Standards and Training Commission approved basic training academy.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- A. Thorough knowledge of modern law enforcement principles, administration, procedures, techniques, and equipment; Considerable knowledge of applicable laws, ordinances, and department rules and regulations; Knowledge of modern police practices and methods used in crime investigations and the identification and preservation of physical evidence; Knowledge of the city's provisions for emergency situations.
- B. Skill in the use of the tools and equipment listed below.
- C. Ability to train and supervise subordinate personnel; Ability to perform work requiring good physical condition; Ability to communicate effectively orally and in writing; Ability to establish and maintain effective working relationships with the public, subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions; Ability to give verbal and written instructions; Ability to react quickly

and calmly in emergency situations and to determine proper course of action; Ability to ascertain facts by personal contact, observation, and examination of records; Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations; Ability to enforce laws firmly, tactfully, and with respect for the rights of others Ability to meet the special requirements listed below.

SPECIAL REQUIREMENTS:

- A. Must possess, or be able to obtain by time of hire, a valid Tennessee Driver's License without record of suspension or revocation in any state.
- B. Ability to meet Department's physical standards.
- C. Basic law enforcement training certification or equivalent.
- D. Meet the minimum requirements of TN Standards Law, TCA 38-8-106.

TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS:

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 frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

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 frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES:

Formal application, review of education and experience; appropriate testing and interviews; oral interview and reference check; background check; physical agility; final selection, drug screening pre-employment medical examination.

Appointees will be subject to completion of a standard probationary period. The example of duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

COMPENSATION

The expected hiring range is \$75,000 - \$85,000, depending on qualifications. Benefits offered include the following:

- Medical, dental, vision insurance through the State of Tennessee
- Life Insurance
- Participation in the Tennessee Consolidated Retirement System (TCRS) (enhanced benefits start April 2022)
- 401(k) and 457 supplemental retirements (TCRS)
- Holiday, vacation, and sick leave
- Telemedicine
- Employee Assistance Program
- Social Security

HOW TO APPLY

Interested candidates must submit a cover letter, resume, at least five (5) job related references and a City of Covington job application by 5:00 p.m., on Friday, January 14, 2022. The job application may be found at the City of Covington website: <http://www.covingtontn.com/>

All materials should be emailed to: eeaton@covingtontn.com

Any questions, please call 901-475-7170 or 901-504-8978 or email HR Director, Eboni Eaton at eeaton@covingtontn.com . Interview times and locations will be set after the application process closes on January 14, 2022.