

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Police Supervisor  
Standards and Training/Emergency Planning and Crime Prevention  
Public Safety**

**Regular Full-Time Position  
Position Number 577010**

**General Description**

The Police Supervisor of Standards and Training/Emergency Planning and Crime Prevention is responsible to the Director for the conduct and documentation of initial and in-service training of personnel (Officers, Guards and Student Patrol). The incumbent supervises the Crime Prevention Officer, compiles and submits required crime reports and statistics and otherwise ensures compliance with requirements to maintain certification of police officers and as a police department. The Supervisor forms partnerships and liaisons with all campus departments as well as local and state agencies. The incumbent represents the University in emergency planning activities with the Montgomery County EMA and government representatives from the county, state and federal levels. Most importantly, the incumbent coordinates with the heads of key service units and academic departments on campus to achieve and maintain campus disaster readiness.

The Police Supervisor may be assigned law enforcement operation responsibilities during special events and other assignments as directed.

**Primary Duties and Responsibilities**

- Initiate, document, update and maintain accurate training records in compliance with all departmental, state and federal guidelines and timelines, with particular attention to P.O.S.T. and Homeland Security training requirements.
- Plan, develop and implement emergency management programs and related initiatives for the University in accordance with national, state and local emergency preparedness requirements and standards.
- Plan, develop, implement and evaluate drills and exercises to ensure emergency management preparedness of the University.
- Administer a formal Field Training Program for newly-commissioned and newly-hired officers.
- Coordinate with appropriate individual(s) to ensure timely, required qualification and documentation; resupply training and operational ammunition.
- Direct a campus-wide network of building security coordinators, public information and preparedness education program for students, faculty, staff and visitors.
- Participate in development, implementation and maintenance of policies, objectives, short- and long-range planning; develop and implement projects and programs to assist in accomplishment of established goals.
- Provide leadership and collaboration in the development and implementation of all University-wide hazards programs, strategies and initiatives.
- Recommend and participate in the development of institutional policies and procedures; serve on planning and policy-making committees as assigned.
- Maintain an accurate and complete reporting system and prepare mandated law enforcement reports to TBR, TBI (TBIRS), FBI (UCR) and Department of Education "Cleary" Right-to-Know Act reporting..
- Coordinate the campus Student Patrol program.
- Coordinate the campus Crime Prevention and Physical Security programs.
- Oversee and ensure compliance with supply and evidence room functions in support of department personnel and operations.
- Represent the University internally as well as externally to corporate partners, governmental agencies and/or the general public.

## **Primary Duties and Responsibilities continued**

- Serve as primary emergency management liaison with local, state and national agencies. Review campus compliance with existing and pending federal, state and local laws and regulations relating to Emergency Preparedness.
- Perform other job-related duties as assigned.

## **Essential Functions**

- Ability to full understand the departmental mission, values, objectives and goals and the ability to incorporate them in the daily operations of the department.
- Ability to write detailed plans and compile required reports to higher authority.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to communicate effectively and appropriately.
- Ability to maintain confidentiality of records and information.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to provide effective leadership with emphasis upon the basic principles of human behavior, communication and decision-making.
- Ability to work any shift or special events.
- Ability to reflect a positive, professional image of the Department.
- Ability to prepare statistics, reports and correspondence on the computer system utilized by Department.
- Ability to see, hear, run and stand for prolonged periods, wear required equipment, place physical restraint holds, affect arrests and perform other physically demanding duties of a police officer.

## **Required Minimum Qualifications**

- Must have obtained and sustained certification as a Police Officer. In Tennessee and at APSU, the requirements include:
  - -21 years of age or older.
  - -U.S. citizen.
  - -High school graduate or equivalent.
  - -No criminal convictions,
  - -Pass a psychological examination.
  - -Pass a physical examination by a licensed physician at the candidate's own expense.
  - -Pass a background investigation.
  - -Possess a valid driver's license.
  - -Graduate of an approved police academy.
  - -Otherwise meet current requirements established by the Tennessee Peace Officer Standards and Training Commission (P.O.S.T.)\*
  - \*If an applicant is not certified currently in Tennessee, he/she must have completed a comparable training program from another state or jurisdiction making the applicant eligible for Tennessee certification.
- Must have a telephone for emergency recall by the Department.
- Three years of previous supervisory experience as a POST-certified officer.

## **Additional Preferred Qualifications**

- Associate's degree (or higher) in Public Administration, Criminal Justice or a related field from a regionally accredited institution.
- Previous university (campus) law enforcement work experience.

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