

# Terrence Graves

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Dear Sir/Ma'am

I am truly excited for this opportunity. I am currently a 24-year veteran of the Metro Nashville Police Department and a nine-year resident of Murfreesboro, TN. My resume is only a sampling of the various assignments, trainings, and volunteer opportunities I have enjoyed over the years. Throughout my career, I have worked all my assignments with enthusiasm and passion while thinking through issues to solve problems.

In what seemed like just a few years, I moved from patrol officer to full-time police instructor through the ranks to Precinct Commander. Through leadership, hard work, and dedication, many of my previous direct reports are now Commanders, Captains, and Lieutenants. I have received feedback from nearly all them expressing gratitude for my leadership. Developing tomorrow's leaders is one of my priorities.

Today, policing is not simply the enforcement of laws. Policing is being fair, exercising discretion, understanding needs, creating partnerships, being creative, providing leadership, implementing new technologies, and developing people.

I look forward to hearing from you.

Sincerely,  
Terrence Graves

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Human Resource Services  
Middle Tennessee State University  
1301 East Main Street  
204 Sam H. Ingram Building  
Murfreesboro, TN 37132-0001

## Education

Master of Science Degree  
Public Service Management  
Cumberland University

Bachelor of Science Degree  
Criminal Justice  
Alabama State University

## Relevant Experience

**Metropolitan Nashville and Davidson County Police Department** **08-1997 to Present**

**Evidence Storage Division – Captain** **10-2021 to Present**

Oversees the general management and control of all matters related to the intake, electronic logging, storage, destruction, and/or return of property and evidence. Provides and maintains an adequate, organized, and clean storage facility for general property and evidence that is turned in within the scope of police authority. Organizes, directs, and controls all resources within the division while maintaining operations at an efficient level. Maintains control over budgetary matters such as overtime, purchases, and budget predictions. Maintains positive working relationship with division personnel, other divisions of the department, and outside local, state, and federal agencies.

**Office of Alternative Policing Strategies – Captain** **05-2021 to 10-2021**

Developed and implemented department-wide mental health/police co-response to calls for service. Researched and assessed the feasibility of the implementation of a juvenile diversion program. Researched, developed, and implemented gun violence reduction programs. Composed departmental policy, training documents, and training video. Collaborated with public and private groups including religious institutions and individuals to implement and maintain programs within the office and the department. Defined and created functional job descriptions.

**Patrol Division, North Precinct – Commander** **09-2012 to 04-2021**

Managed a 118 square-mile precinct consisting of 125+ employees to include five lieutenants, twenty sergeants and 100+ officers, which includes training officers and probationary officers. Units within the precinct included School Resource Officers, Patrol, Crime Analysis, Community Coordinator, Crime Suppression (undercover), Precinct Investigations (Detectives investigated crimes from minor thefts to homicide), Flex Teams, and Community Engagement Teams. Lead, organized, deployed resources based on crime data and in response to call for service and requests from neighborhood groups, college officials, politicians, and business owners. Remained receptive to citizens' needs, monitored crime data to measure crime strategies' effectiveness. Used creative means to reduce violence. Maintained budget, implemented training, and developed employees for advancement. Collaborated with individuals of diverse backgrounds. Worked directly with five colleges/universities' director of security, campus police, and university presidents to develop security plans to improve officer/student relationships. Planned and executed large- and small-scale special events to include concerts, parties, football games, parades and protests with colleges and universities. Developed and participated in collegiate citizen police academies, panel discussions, recruiting events. Prepared budget predictions for the precinct. Identified areas of improvement to include, training, equipment, and processes to improve efficiency and effectiveness of the precinct, the department, and all of metro government. Ensured compliance with directives and laws. Maintained a positive workplace environment. Identified personnel and assigned personnel to assignments such as detective, flex officer, and community engagement team in a fair and equitable manner. Engaged in public speaking and conducted group forums to assist the public with understanding police operations and for the police to better understand the community's needs. Oversaw the non-bias enforcement of state and local laws while treating arrestees and victims with dignity and respect. Monitored and documented the progress and disposition of complaints, uses of force, and vehicle pursuit investigations. Identified problem

employees and addressed them through mentoring, counseling, disciplinary action, training, or behavioral health counseling. Punctually attended internal and external meetings regularly as directed by the Chief of Police, or which would benefit the mission and goals of the police department. Served in an on-call capacity 24/7 and responded to high profile crime scenes to include shootings, robberies, murders, officer involved shootings, arrests involving high profile people, and all of the above incidents that happened at any of the five colleges and universities within the precinct. Worked directly with university Police Chiefs, Presidents, Directors of Security, and their media relations staff. Familiar with Clery Act requirements. Attended Conferences to improve upon the management of precinct resources. Conducted live mass media and social media press releases and updates pertaining to ongoing events, community discussions, and community outreach events. Regularly read to elementary aged children and participated in youth summer camps

**Office of Professional Accountability – Interim Director/Commander** **03-2012 to 09-2012**

Directed internal investigations mainly of serious violations of department policy, directives, and training. Accountable for the proper administration, general management, and control of all matters related to the Office of Professional Accountability (OPA). Coordinated and monitored investigations made against personnel. Organized, directed, and controlled all resources of the Office of Professional Accountability. Made departmental policy recommendations to the Chief of Police on various issues concerning the professional standards of the department. Directed fair and impartial investigations in matters involving accusations against and deficiencies of sworn and civilian departmental personnel. Directed all investigations, oversaw the development of findings, made recommendations regarding the disposition of cases, and ensured consistency for proposed discipline. Formulated goals and objectives pertinent to the operation of the Office. Responded to all officer involved shootings and directed administrative investigations of the incident. Attended Shooting Review Boards and participated as a non-voting member. Prepared and submitted budget estimates encompassing the total operation of the division. Oversaw undercover surveillance operations (physical and electronic). Developed and maintained expert knowledge of the administrative policies and disciplinary procedures. Ensured security of all files until which time they were deemed to be public record. Maintained documentation for annual reporting. Maintained a record of all complaints against the department or its employees.

**Criminal Investigation Division – Captain** **07-2011 to 09-2012**

Duties and job functions of the Criminal Investigations Division (CID) Captain are nearly identical to the duties listed above for the OPA Captain. The difference is the above OPA position described a division that conducted investigations into administrative policy violations. The CID captain oversaw criminal investigations related to Sex Crimes (adult and juvenile), Internet Crimes Against Children, Cold Case Homicides, Officer Involved Shootings where the officer fired to defend himself or other humans or when officers were shot at, high profile homicides, labor intensive homicides, departmental investigations as designated by the Deputy Chiefs of Police or the chief of police, missing persons (adult only), kidnappings (adult only), auto thefts, thefts of motor vehicle parts and accessories, burglary where the motor vehicle was the primary offense, fraud, forgery, embezzlement, counterfeiting, identity theft, pawnshop offenses, thefts involving the use of stolen checks and/or credit cards, and fencing operations. Reviewed search warrants. Collaborated with the department's public information officer on high profile cases and arrests. Conducted criminal investigations of law enforcement officers in collaboration with local, state, and federal investigators and prosecutors.

**Tennessee State University – Adjunct Professor** **Spr. 2015**

Observed all college rules and regulations, State guidelines and professional mandated appropriate to teaching faculty. Maintained effective working relationships with faculty, staff, students, and community. Developed curriculum. Taught assigned courses in accordance with catalog course descriptions and academic specifications. Kept accurate up-to-date records on all students. Provided each student and the dean's office with a course syllabus which included evaluating procedures, withdrawal procedures and other policies consistent with college procedures. Submitted grade reports prior to deadlines according to college procedures. Demonstrated knowledge of course material and instructional methods. Used instructional support materials and equipment to enhance class presentations. Complied with Individualized Education Program.

## **Leadership**

Maintains high morale, integrity, and leadership throughout all assignments. Works to develop personnel on job functions to prepare them for promotion and other position throughout the department. Develop personnel in police operations, test taking, interview skills, training techniques and subordinate development. Served as subject matter expert for lieutenant and captain promotion processes, implemented fair and impartial discipline, lead administrative and criminal investigations of police misconduct which included collaborating with local, state, and federal law enforcement partners. Worked tirelessly to gain the public's trust by leading by example, continually working to develop self as well as other employees.

## **Relevant Professional Development**

Northwestern University School of Police Staff and Command--2019  
Major City Chiefs Association Conference--2018  
Basic Crime Prevention Through Environmental Design Certification--2016  
Fair and Impartial Policing Instructor Course--2016  
Police Executive Research Forum, Senior Management Institute for Police—2014  
Federal Bureau of Investigations Firearms Instructor Certification—2014  
Federal Emergency Management Agency, Field Force Command and Planning—2014, 2020  
International Association of Chiefs of Police Conference—2013  
National Organization of Black Law Enforcement Executives National Training Conference—2013, 2014, 2016, 2018, 2019  
Labor Relations Information Systems, Rights of Police Officers—2012  
Tennessee Association of Chiefs of Police Conference—2012  
Internet Crimes Against Children Conference--2012  
Federal Bureau of Investigations 24-Hour Media Relations Course--2011  
International Association of Chiefs of Police, Leadership in Police Organizations Course—2009  
MNPD Basic Negotiator Training 40-Hour  
Rockhill & Halton, Inc., Command Skill Development Course—2006  
The Burroughs Group, Assessment Center Workshop—2004, 2006  
MNPD New Supervisor's Course-40 Hour--2004  
Metro Management Institute-40-Hour Supervisor's Course—2004  
Instructor Development Certification—2003  
MNPD Special Weapons and Tactics Basic School 40-hour—2002

## **Affiliations/Memberships**

Tennessee Association of Chiefs of Police—2012-Current  
International Association of Chiefs of Police—2012-Current  
National Organization of Black Law Enforcement Executives—2012-Current  
Big Brothers and Big Sisters of Middle Tennessee, Board Member and Big Brother—2014-2020  
Alpha Phi Alpha Fraternity Inc., Murfreesboro, TN Chapter—1995-Current