

## Spearman, Texas Chief of Police Position

**City of Spearman, Texas** is seeking a collaborative, servant leader with strong character and a desire to build both external and internal relationships to effectively manage law enforcement and community service to Spearman residents. The next Police Chief will be an individual who is adept at communication, demonstrates a commitment to officer well-being and safety and provides service-oriented leadership.

The City of Spearman is looking for an innovative, experienced law enforcement professional with exceptional communication skills to be the next Police Chief. The chosen candidate will lead the department with integrity, vision, consistency, and honesty. The ideal candidate will be a strong leader who possesses the highest ethical and moral standards and outstanding interpersonal skills.

Under the direction of the City Manager, the Chief of Police will direct the operations and administration of the Police department. The Chief shall establish departmental policies, procedures and regulations, administer a comprehensive program for prevention of crime and law enforcement for the City including monitoring, developing and enforcing, regulations, City Codes, ordinances and court decisions that affect the City.

Minimum requirements include having an Advanced Certification issued by Texas Commission of Law Enforcement (TCOLE), a minimum of five years' experience in a senior or commanding officer's role and having completed or be able to complete National Incident Management Systems (NIMS) course trainings. A Bachelor's degree in criminal justice, law enforcement or related field is preferred; graduation from FBI Academy or Law Enforcement Management Institute of Texas (LEMIT) is preferred.

The City of Spearman is offering a salary range of \$58,000 to \$63,000 along with a competitive benefits package. The Panhandle Regional Planning Commission has been contracted to assist the City with this search. A full job description can be found at <http://theprpc.org/city-of-Spearman-ChiefofPolice.pdf>. To apply for this position, send a cover letter, resume with references, salary history, and requirements to Alex Guerrero, LGS Director, Panhandle Regional Planning Commission, 415 SW 8th, Amarillo, Texas 79105 or email the full document package directly to [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Address questions to Alex Guerrero at 806-372-3381 or email at [aguerrero@theprpc.org](mailto:aguerrero@theprpc.org). Deadline: Until the position is filled.

The City of Spearman is an Equal Opportunity Employer and values diversity at all levels of its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.

**JOB DESCRIPTION  
CITY OF SPEARMAN**

**Chief of Police**

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<b>Reports To:</b>	City Manager	<b>FLSA Status:</b>	Exempt
<b>Effective Date:</b>	10/21/2022	<b>Revision Date:</b>	N/A

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**Job Summary:**

The Chief of Police is the top-ranking law enforcement officer for the City of Spearman, who is expected to perform administrative, managerial and technical functions associated with overseeing the activities of the Spearman Police Department. Duties include enforcing and supervising the enforcement of all City statutes/ordinances and state laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising all department employees; and providing information and assistance to the general public. The Chief of Police will design various community and department programs to prevent crime, make it easier to report crime and increase officer involvement within the community. The Chief of Police will protect the community and its property by striving to promote compliance to laws and ordinances through the use of enforcement, public education and role modeling. The Chief of Police will provide the services that fulfill the mission statement, core values and specific purposes of the Police Department and the City of Spearman.

**Essential Job Functions:**

- Manage Police Department which includes hiring, assessing, disciplining and firing personnel. Also, conduct training of all police officers whenever necessary.
- Establishment and maintenance of a healthy working environment for all personnel.
- Develop policies and procedures that are in line with the guidelines set forth by the City Council.
- Lead the day-to-day operations of the Police Department by preparing reports, conducting investigations (e.g. complaints) and maintaining peace and order throughout the City.
- Interpret codes, laws, and ordinances and uphold them at all times.
- Submission of clear and complete materials such as policies, procedures, and reports. The Police Chief must also be able to present these reports publicly as needed.
- Work closely with the City Manager for planning the budget(s) of the Police Department and other duties that may be asked.
- Perform all duties and responsibilities stated in the ordinances of the City of Spearman.
- Develop programs that will prevent criminal activities within the City of Spearman.
- Stay aware of all Federal, State and Local Laws, and incorporate or take note when new laws are introduced, or existing laws are changed.
- Perform public relations duties and attend the Council meetings as necessary.
- Perform other tasks as needed or directed

**Working Conditions:**

Duties are generally performed within the city limits primarily outdoors. Occasionally services are performed outside the city limits. The physical demands and work environment are representative of those that must be met by an employee to successfully perform the principal duties and responsibilities of this position or which the employee will encounter. Weight must be proportionate to height and build. While performing the duties of this job, the employee is frequently required to stand, walk, run, jump, climb, push, pull, reach, kneel and bend. The employee must have normal vision (not less than 20/30 and normal color vision), be within normal hearing ranges and have understandable

articulation to hear and understand verbal communications at normal speaking tones via voice, radio and telephone and to verbally respond succinctly. The employee must be able to lift and/or move 40-pound objects, and on occasion be able to drag 150-pound objects. The employee is occasionally exposed to personal risk while working in dangerous and life-threatening situations, riding in a police vehicle, wearing the police uniform, or in the holding facility. The employee may be exposed to personal risk while working with persons under the influence of drugs and alcohol, and convicts and felons, and must be able to defend themselves using resources provided for within policy. The noise level of the work environment ranges from generally quiet to moderately loud.

### **Required Education, Certificates, and/or Licenses:**

- Must currently hold an active peace officer's license, minimally having an Advanced Certification issued by Texas Council of Law Enforcement (TCOLE).
- Must have a minimum of five years' experience in a senior or commanding officer's role.
- Must have or be able to complete National Incident Management Systems (NIMS) course trainings.
- Any combination of equivalent education, training, and experience that provides the required knowledge and skills will be considered.
- Bachelor's degree in criminal justice, law enforcement or related field preferred
- Graduation from FBI Academy or Law Enforcement Management Institute of Texas (LEMIT) preferred.
- Must be a citizen of the United States
- Must be at least 21 years of age.
- Must be a High School graduate, or its equivalent (GED).
- Must currently hold an active Texas Class "C" driver's license.
- Must speak, read and write in English; Bilingual preferred but is not required.

### **Experience, Training, Knowledge, and Skills:**

Knowledge of federal, state and local laws; knowledge of police department rules and regulations; knowledge of the use and care of vehicles, firearms, and specialized equipment; skill to drive necessary vehicles adeptly, ability to attend and understand police officer training courses; ability to establish and maintain effective working relationships of co-workers and the general public; and ability to maintain appropriate necessary certification.

- Read and comprehend procedure manuals, reports, memos, laws, statutes and ordinances.
- Must be able to understand, read and write instructions, and carryout accurate and coherent reports.
- Basic math to calculate speeding violations, elapsed time, accident reconstruction, etc.
- Analyze situations and adopt a quick, effective and reasonable course of action, or develop policies.
- Strong crisis resolution ability to be able to resolve dispute between residents and employees, and between employees themselves
- Strong decision-making skills to be able to make the right decision quickly within established guidelines and protocols
- Must be able to provide accurate information and speak clearly to media.
- Must have planning and organization analysis experience.
- Demonstrates innovative and effective management skills.
- Knowledge of human resource procedures and management principals.
- Ability to effectively communicate in writing and verbally to employees, departments, and the general public.
- Ability to keep relevant certifications, licenses, and all in-service requirements current

(Mental and physical demands described 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 meet these demands.)

**Benefits:**

- Take-home units, department-issued vest and cell phone, \$100/month uniform allowance, duty rifle and shotgun
- 100% paid employee health insurance, spouse/dependent coverage for \$100/month
- Paid overtime, vacation and sick leave along with 15 paid holidays
- Employee retirement through TMRS matched 2:1

Annual salary \$58,000-\$63,000 DOQ