

The City of Muleshoe is accepting applications for the position of Police Chief. Applications will be accepted until the position is filled. Applications need to be sent to:

City of Muleshoe  
Attn: LeAnn Gallman, City Manager  
215 S 1<sup>st</sup>  
Muleshoe, TX 79347  
[lgallman@fivearea.com](mailto:lgallman@fivearea.com)

Muleshoe has a population of 5,158. Muleshoe is a progressive agricultural community with a hospital and great school system that serves as the county seat for Bailey County. Muleshoe is located 70 miles NW of Lubbock and sits 20 miles from the New Mexico state line.

The Police Chief is responsible for all operations for the City of Muleshoe Police Department including:

Policies and Procedures

Developing strategic plans

Oversight of the financial management of the department

Prioritizing needs of the department

Directs and coordinates the work of the department

Deals with personnel issues

Receives citizen complaints

Addresses manpower needs

Requests funding

Policy development and review

Organizes daily work

Reviews payroll and over time

Responds to correspondence and phone calls

In addition, the Police Chief:

Serves as a member of the City's Management Team

Attends monthly Council meetings

Has a positive presence in the community

Builds relationships with other law enforcement agencies

Adheres to budget and financial controls

Addresses personnel issues

Provides long and short-range planning for the department

Monitors training for all police department personnel

Is prepared to assist an officer in any situation

Requirements for the Police Chief include but aren't limited to:

High School diploma or GED

Texas Commission on Law Enforcement (TCOLE) Advanced Certificate; TCOLE Master Certificate preferred

A minimum of 5 years law enforcement experience with experience in managing police personnel

Texas Driver's License

Ability to pass annual firearms proficiency test

Composure and decision-making skills in emergency situations

Able to read, write and communicate effectively with the public or press

Able to operate a computer, police radio, and other police officer equipment

Tactful and diplomatic

Able to multi task

Neat, professional appearance

Required to establish and maintain effective working relationships with the department, other city employees, and the public