

# AMANDA WILLOWS

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## WORK EXPERIENCE

TEXAS A&M UNIVERSITY-COMMERCE

COMMERCE, TX

### *Criminal Justice Instructor June 2022-Present*

- Provide instruction in competency-based criminal justice courses.
- Engage students during the learning process and provide student-centered approaches to instruction.
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting.
- Complete learning assessments, final exam assessments, and grade reports on a timely basis.
- Stay informed about changes and innovations in the criminal justice field.
- Closely monitor student performance to provide assistance and encouragement for student retention.
- Remain accessible to students, providing ample periods of time for assisting in matters related to academic success.
- Receive training and stay current in technological or pedagogical advances that promote student learning.

RED RIVER COUNTY

CLARKSVILLE, TX

### *Emergency Management Coordinator June 2021-June 2022*

- Responsible for the day-to-day operation of the Emergency Operations Center, including during times of natural or man-made emergencies/disasters.
- Coordinates the activation of the EOC with prior consultation with City Officials in all emergencies, with all support annexes and outside agencies as necessary.
- Assists in development, updating, and coordination of the County's Emergency Operations Plan.
- Mitigate, prepare, respond, and recover from natural or man-made emergencies/disasters.
- Conducting hazard/risk analysis.
- Developing public education programs.
- Writing grant applications.
- Preparing budget requests.
- Coordinating damage assessments.
- Evaluates emergency management capabilities through regular tests and exercises to facilitate readiness and to maintain compliance with county, state and federal regulation.
- Serve as advisor to the County Government and Administration in emergency matters.
- Identify and recommend equipment and apparatus requirements.

- Identify resource deficiencies and work with appropriate officials on measures to correct them.
- Work with local officials in the development of a hazard mitigation program to eliminate or reduce potential hazards.
- Secure technical and financial assistance available through State and Federal programs.
- Develop a public education program.
- Assist in the establishment of mutual aid or cooperative assistance agreements to provide needed services, equipment, or other resources in the event of an emergency.

## LAMAR COUNTY

PARIS, TX

### *Emergency Management Clerk October 2021-June 2022*

- Responsible for the Lamar County Safe Rooms Rebate Program
- Develop applications packet
- Process applications and confirm compliance with FEMA regulations
- Conduct floodplain mapping studies
- Obtain funding through FEMA for rebates

## PARIS JUNIOR COLLEGE

PARIS, TX

### *Adjunct Criminal Justice Instructor October 2018 – May 2020*

- Provide instruction in a full range of undergraduate Criminal Justice courses.
- Responsible for the planning, preparation, and evaluation of classroom instruction.
- Engage students during the learning process and provide student-centered approaches to instruction.
- Provide interesting and relevant assignments for students that demonstrate learning outcomes in a real-life setting.
- Transition and provide online instruction during Covid-19 crisis.
- Complete learning assessments, final exam assessments, and grade reports on a timely basis.
- Closely monitor student performance to provide assistance and encouragement for student retention.

## CITY OF RENO

RENO, TX

### *City Council Member April 2014 - Present*

- Appoint nominees to leadership posts or approve such appointments.
- Confer with colleagues to formulate positions and strategies pertaining to pending issues.
- Hear testimony from constituents, representatives of interest groups, board and commission members, and others with an interest in bills or issues under consideration.
- Keep abreast of the issues affecting constituents by making personal visits and phone

- calls, reading local newspapers, and viewing or listening to local broadcasts.
- Make decisions that balance the perspectives of private citizens, public officials, and party leaders.
- Serve on commissions, investigative panels, study groups, and committees in order to examine specialized areas and recommend action.
- Vote on motions, amendments, and decisions for the city.
- Respond to public inquiries and complaints.
- Perform budgeting duties, such as assisting in budget preparation, expenditure review, or budget administration.

## RENO POLICE DEPARTMENT

RENO, TX

*Police Officer June 2007 - November 2010*

- Provide for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations.
- Record facts to prepare reports that document incidents and activities.
- Monitor, note, report, and investigate suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area.
- Identify, pursue, and arrest suspects and perpetrators of criminal acts.
- Patrol specific areas, responding promptly to calls for assistance.
- Review facts of incidents to determine if criminal act or statute violations were involved.
- Render aid to accident victims and other persons requiring first aid for physical injuries.
- Investigate traffic accidents and other accidents to determine causes and to determine if a crime has been committed.
- Testify in court to present evidence or act as a witness in traffic and criminal cases.
- Photograph or draw diagrams of crime or accident scenes and interview principals and eyewitnesses.
- Monitor traffic to ensure motorists observe traffic regulations and exhibit safe driving procedures.
- Issue citations or warnings to violators of motor vehicle ordinances.
- Conducted child abuse cases within the City of Reno.

SCG, INC.

OAK RIDGE, TN

*Armed Guard/Department of Homeland Security Contract December 2005 - June 2007*

- Protect Federal Property and Federal Employees,
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Write reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.

- Answer alarms and investigate disturbances.
- Circulate among visitors, patrons, or employees to preserve order and protect property.
- Patrol industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.
- Inspect and adjust security systems, equipment, or machinery to ensure operational use and to detect evidence of tampering.

AL TEELE & ASSOCIATES

DALLAS, TX

*Private Investigator March 2006 - November 2010*

- Conduct private investigations on a paid basis.
- Write reports or case summaries to document investigations.
- Search computer databases, credit reports, public records, tax or legal filings, or other resources to locate persons or to compile information for investigations.
- Obtain and analyze information on suspects, crimes, or disturbances to solve cases, to identify criminal activity, or to gather information for court cases.
- Testify at hearings or court trials to present evidence.
- Question persons to obtain evidence for cases of divorce, child custody, or missing persons or information about individuals' character or financial status.
- Observe and document activities of individuals to detect unlawful acts or to obtain evidence for cases, using binoculars and still or video cameras.
- Alert appropriate personnel to suspects' locations.
- Perform undercover operations.

LAMAR COUNTY ATTORNEY'S OFFICE

PARIS, TX

*Warrant Officer January 2006 - June 2007*

- Execute arrest warrants, locating and taking persons into custody.
- Serve subpoenas and civil process documents.

LAMAR COUNTY SHERIFF'S OFFICE

PARIS, TX

*Deputy Sheriff December 2002 - December 2005*

- Drive vehicles or patrol specific areas to detect law violators, issue citations, and make arrests.
- Investigate illegal or suspicious activities.
- Verify that the proper legal charges have been made against law offenders.
- Execute arrest warrants, locating and taking persons into custody.
- Record daily activities and submit logs and other related reports and paperwork to appropriate authorities.

- Patrol and guard courthouses, grand jury rooms, or assigned areas to provide security, enforce laws, maintain order, and arrest violators.
- Place people in protective custody.
- Respond to accident scenes to maintain traffic flow, to assist accident victims, and to assist State agencies.
- Serve statements of claims, subpoenas, summonses, jury summonses, and other court orders.
- Question individuals entering secured areas to determine their business, directing and rerouting individuals as necessary.
- Transport or escort prisoners and defendants enroute to courtrooms, prisons or jails, attorneys' offices, or medical facilities.
- Locate and confiscate real or personal property, as directed by court order.

#### MT. PLEASANT POLICE DEPARTMENT

#### MT. PLEASANT, TX

##### *Communications Officer September 2001 - December 2002*

- Question callers to determine their locations, and the nature of their problems to determine type of response needed.
- Receive incoming telephone or alarm system calls regarding emergency and non-emergency police and fire service, emergency ambulance service, information and after hours calls for departments within a city.
- Determine response requirements and relative priorities of situations, and dispatch units in accordance with established procedures.
- Record details of calls, dispatches, and messages.
- Enter, update, and retrieve information from teletype networks and computerized data systems regarding such things as wanted persons, stolen property, vehicle registration, and stolen vehicles.
- Maintain access to, and security of, highly sensitive materials.
- Relay information and messages to and from emergency sites to law enforcement agencies, and to all other individuals or groups requiring notification.
- Scan status charts and computer screens, and contact emergency response field units to determine emergency units available for dispatch.
- Maintain files of information relating to emergency calls such as personnel rosters, and emergency call-out and pager files.
- Read and effectively interpret small-scale maps and information from a computer screen to determine locations and provide directions.
- Answer routine inquiries and refer calls not requiring dispatches to appropriate departments and agencies.
- Provide emergency medical instructions to callers.

#### LIFENET EMS

#### TEXARKANA, TX

##### *Emergency Medical Technician December 1998 - April 2002*

- Administer first aid treatment or life support care to sick or injured persons in pre-hospital settings.

- Perform emergency diagnostic and treatment procedures, such as stomach suction, airway management, or heart monitoring, during ambulance ride.
- Observe, record, and report to physician the patient's condition or injury, the treatment provided, and reactions to drugs or treatment.
- Immobilize patient for placement on stretcher and ambulance transport, using backboard or other spinal immobilization device.
- Maintain vehicles and medical and communication equipment and replenish first aid equipment and supplies.
- Assess nature and extent of illness or injury to establish and prioritize medical procedures.
- Communicate with dispatchers or treatment center personnel to provide information about situation, to arrange reception of victims, or to receive instructions for further treatment.
- Comfort and reassure patients.
- Decontaminate ambulance interior following treatment of patient with infectious disease and report case to proper authorities.
- Operate equipment, such as electrocardiograms (EKGs), external defibrillators, or bag valve mask resuscitators, in advanced life support environments.
- Drive mobile intensive care unit to specified location, following instructions from emergency medical dispatcher.
- Coordinate work with other emergency medical team members or police or fire department personnel.
- Attend training classes to maintain certification licensure, keep abreast of new developments in the field, or maintain existing knowledge.

## **EDUCATION**

ANGELO STATE UNIVERSITY-SAN ANGELO, TX  
***Master of Curriculum and Instruction, December 2019***

ANGELO STATE UNIVERSITY-SAN ANGELO, TX  
***Master of Security Studies, December 2017***

TEXAS A&M UNIVERSITY-COMMERCE, TX  
***Master of Science-Criminology, December 2014***

TEXAS A&M UNIVERSITY-COMMERCE, TX  
***Bachelor of Science-Sociology, May 2013***  
 · Dean's List

NORTHEAST TEXAS COMMUNITY COLLEGE-MT. PLEASANT, TX  
***Texas Peace Officer/Criminal Justice, December 2002***  
 · Graduated NTCC Police Academy with Honors

KIAMICHI TECHNOLOGY CENTER-IDABEL, OK  
***Emergency Medical Technician-Intermediate, August 1998-May 1999***

CARL ALBERT STATE COLLEGE-POTEAU, OK

*Associate of Arts-Psychology, May 1996*

- Combined courses from Southeastern Oklahoma State University and Eastern Oklahoma State College

## **PROFESSIONAL ORGANIZATIONS**

- American Society of Criminology

## **ACHIEVEMENTS**

- Named Distinguished Citizen by the City of Reno-November 2021
- Founder and President of Lamar County Adopt a Cop
- Elected 100 Club of Lamar County President 2019
- Appointed Reno Crime Control President 2019
- Received Proclamation by the Lamar County Commissioners Court for efforts in Officer Safety and Community Leadership-January 2017
- Reno Police Chief's Commendation 2008
- Kevlar Survivor's Award-2008
- Letter of Commendation from NASA-Space Shuttle Columbia Recovery 2003
- Sheriff's Commendation 2003
- Advanced Texas Peace Officer
- Standardized Field Sobriety Testing Practitioner
- Special Investigator Certification
- FEMA Studies through the Emergency Management Institute
- Master's Capstone Study on Female Perpetrated Terrorism

## **REFERENCES**

### **Jeremy Massey**

Reno Police Chief, City of Reno, Lamar County, Texas

160 Blackburn Street

Reno, TX 75462

(903) 715-2417

### **Rick Easterwood**

Retired DPS Trooper and Texas Constable, Lamar County, Texas

210 CR 45430

Paris, TX 75461

(903) 249-4962

**Tim Keele**

Texas State Trooper, Texas Department of Public Safety

3730 Lakeshore Drive

Reno, TX 75462

(903) 449-3394