Citizenship: U.S.

Candidate Source: Career

Veteran's Preference: N/A

### LAW ENFORCEMENT / MANAGEMENT PROFESSIONAL

PROFILE: More than 25 years of law enforcement experience, with passion and commitment to public service. Proven skills in leading successful investigations, developing staff and building community policing programs. Demonstrated ability to foster community trust through outreach programs and diversity recruitment, with additional HR experience. Experienced leader, able to recruit, train and mentor high-performing staff. Excellent communications skills: Polished public speaker, able to convey complex ideas, as well as write clear and concise reports and case files. Recognized for conflict resolution skills and use of de-escalation techniques.

#### AREAS OF EXPERTISE

Safety & Security Programs -Emergency Response Investigations / Reporting Crime Prevention Education Law Enforcement

Community Relations Supervision / Training Project Management Administrative Leadership

Budgeting

Multiurisdictional Liaison Policy Development **Best Practices Implementation** Recruitment

#### EDUCATION

Master of Science, Organizational Management, concentration in Leadership, GPA: 3.81/4.0, Johns Hopkins University, Baltimore, MD, 2010, 45 credits

Relevant Coursework: Crisis Communication Management, Management: A New Paradigm, Program Effectiveness and Evaluation, Management Issues in Psychology, Ethics and Society, Managing Differences, Building Quality Organizations, Information and Telecommunications Systems, Ethics and Integrity, Advanced Leadership Studies, Seminar in Change Management, Leadership and Organizational Behavior, Leadership Through the Classics, Leader as Teacher: Influencing Communities and Individuals, Case Studies in Management

Graduate courses, Conflict Negotiation and Conflict Management, University of Baltimore, Baltimore, MD, 2002, 12 credits

Bachelor of Science, Criminal Justice, University of Baltimore, Baltimore, MD, 1991 Undergraduate studies, Chemistry & French, Morgan State University, 1985-1992, 101 credits

## PROFESSIONAL HISTORY

HOWARD COUNTY POLICE Police Officer/Detective/Police Supervisor

Salary: \$122,000 Supervisor: Lisa Myers, (w) 410-313-3204, (c) 443-253-5534. May be contacted. 07/1989 → Present Ellicott City, MD 40 hours/week

Patrol Sergeant (2005 – Present) ~ After-School Program Coordinator (2002-2004) Supervisor of Human Resources (2010-2011) ~ Warrant and Fugitive Detective (1996-1997) Background Investigator (1994-1996)

Have held progressively responsible positions, culminating in current position as patrol sergeant (2005–present); earned master's and bachelor's degrees during tenure. As senior patrol sergeant, oversee squad of seven patrol officers as part of 25-person platoon, which serves county of 350,000.

- Patrol Sergeant: Oversee seven-person team operations in surveillance, patrols, arrests, personal protection and offensive actions to protect individuals and property. Lead team to patrol streets, assist motorists and investigate accidents and violations of criminal and civil laws, making staff assignments based on experience and skills. Enforce federal, state and local laws; serve as deterrent by providing visible law enforcement presence while actively developing positive relationships with community to establish trust. Direct officers to conduct interviews, interrogations and preliminary and criminal investigations. Collect, analyze and disseminate intelligence/counterintelligence information. Collect and preserve evidence for investigations and case development, maintaining evidential chain of custody. Coordinate investigation efforts with federal and state law enforcement agencies. Review and prepare written reports and testify in local, state and federal courts. Serve as Command Post Operator and respond to range of major incidents, emergencies and hazardous police activities. Conduct internal investigations and handle escalated, sensitive complaints from citizens, including charges of misconduct and racial bias. As needed, lead platoon in lieutenant's absence.
- Staff Supervisor: Lead diverse team, handling all aspects of personnel management. Provide guidance, assign tasks and prioritize workloads. Follow up to ensure quality control on patrol work, investigations, reports and files. Create and implement individual career development plans for staff; evaluate, coach and mentor staff on performance, including those on probationary status. Conduct annual performance evaluations; recommend awards, discipline and training as needed. Ensure employees are active participants in their career paths. Recruit applicants and conduct background investigations. Negotiate and resolve personnel issues. Also, develop recruitment strategies and community projects to expand relationships with various populations and improve community policing. Implement recruitment strategies focused on minorities, youth and women, participating in public speaking events to inform potential applicants of opportunities and identify qualified candidates.
- Administration: Manage administrative workflow for team, applying management principles and
  practices, budget, human resources and supply/equipment management. Assess operations and
  recommend program changes and improvements. Direct and provide guidance on preparation of
  reports, files and case materials.
- Internal / External Communications: Develop and maintain positive relationships to further community policing goals. Work with local, state and federal law enforcement and other agencies to share information and on joint responses as needed; work with private businesses and community groups to improve safety and security. Coordinate with district and state attorney's offices on case prosecution. Work with community groups on recruitment efforts and to host community events. Receive and resolve citizen complaints about officer conduct. Serve on committees for community groups, such as Howard County Board of Education, nonprofit organizations and homeless shelters in Howard County and church and firsternity mentorship programs, to provide advice and leadership on areas of concern and need, including preventing weapons in schools and ensuring schools are welcoming to and protect LGBT students.

## Key Accomplishments:

Personally handled over 1,000 DUI arrests during department tenure.

- Employed de-escalation techniques to disarm and take into custody a suicidal man who had a
  knife and was actively provoking police officers and threatening to harm himself. Received
  memorandum of recognition for incident management, 07/2014.
- Led team to achieve highest production ranking in district, as rated by citizen contact numbers.
   Team and individuals have received numerous awards over the years from State of Maryland.
- Received letter of appreciation from citizen for responding to an attempted burglary, 08/2014;
   received letter of recognition from acting chief of the Frederick Police Department for interagency cooperation in the search for a missing autistic man, 11/2014.
- In 2013, subordinate officers received 1st Year Service Award, Police Officer of the Month (2) and Top Cop Award (4).
- Received memorandum of recognition for "outstanding teamwork and professionalism" for management of the response to a multi-suspect fight/trespassing call, 05/2013.
- Actively participated in the weeks-long DC Beltway sniper manhunt and investigation in 2002.

#### **EARLIER POSITIONS**

- AFTER-SCHOOL PROGRAM COORDINATOR (2002-2004): Planned, developed and
  managed community youth programs, such as after-school programs, working with the Board of
  Education. Collaborated with elementary and middle schools on one-time events and ongoing
  programs. Identified at-risk students and provided mentorships. Continued to provide program
  support after promotion to patrol sergeant.
- SUPERVISOR OF HUMAN RESOURCES (2010-2011): Directed team of six full- and 22 part-time employees on wide range of HR administration, including benefits, payroll, recruitment and background investigations. Provided technical HR expertise, responding to complex personnel questions on staffing, entitlements, medical benefits, payroll, performance evaluations, leave, retirement, recordkeeping, etc., from employees, management and team. Oversaw maintenance and security of paper and electronic personnel files; managed timekeeping and payroll processing. Established departmental recruiting goals, objectives and strategies, including diversity outreach based on gender and race. Worked to make agency more women-friendly to improve gender balance and enable better community policing.
- WARRANT AND FUGITIVE DETECTIVE (1996-1997): Served arrest warrants, locating
  wanted persons through conventional sources, making positive identifications and arranging for
  safeguard of persons after arrest. Maintained warrant records for department. Coordinated with
  court personnel on hearings and proceedings to ensure correct filing and processing. Maintained
  custody and transported prisoners for court proceedings.
- BACKGROUND INVESTIGATOR (1994-1996): Performed full range of investigative activity to determine suitability and qualifications of new employees, including police recruits, cadets and civilian employees. Verified employment, education, military service, residence and financial history. Interviewed individuals in person to verify information, review case data and security questionnaires, gather leads and identify/clarify discrepancies. Developed leads and contacted family members, close contacts, employers, landlords and financial institutions to verify and determine accuracy of information and obtain information about character and personal and professional history.

# University of Maryland University College

08/2013 – Present Adelphi, MD

Adjunct Professor Salary: \$2,500/class

Supervisor: Patrick Bradley, 410-585-3863. May be contacted.

As part-time adjunct professor, teach criminal justice courses (online and in person).

• <u>Instruction</u>: Teach range of criminal justice courses, averaging one to two per semester with 22-30 students each. Prepare lesson plans and learning measurements to support curriculum and learning goals; assign and grade projects and papers. Establish positive learning environment, leading lectures and dialogues. Use adult learning techniques and experiential learning methodologies, such as setting up ride-alongs, inviting police as guest speakers and organizing visits to detention centers. Classes include Introduction to Criminal Justice, Juvenile Delinquency, Drugs and Crime, Victimology, Psychology of Criminal Conduct, Correctional Administration and Correctional Reentry and Transition. Monitor and track student progress; provide feedback and counseling.

FEDERAL BUREAU OF INVESTIGATION
Explosive Test Operator
WG-6517-08 (GS-09 equivalent)
40 hours/week

07/1986 - 07/1989 Washington, DC

- Bomb Analysis: In support of incident investigation teams, analyzed bombs and explosive devices to determine and identify bomb maker "signatures," components, and origins. Conducted functional testing of explosives, pyrotechnics, propellant grains and ammunition to isolate dispersion patterns, velocity and range, among other characteristics. Maintained knowledge of explosives, explosive devices, environmental conditioning and functional testing practices. Significant investigations included the Pam Am Flight 103 bombing (over Lockerbie, Scotland) and abortion clinic bombings.
- Explosive Construction / Training: Assembled improvised explosive devices, such as pipe, package and briefcase bombs, for FBI training purposes. Researched explosives and safety measures; tested and maintained materials. Utilized expertise when improving electrical improvised explosive device component structures. Installed micro and mercury switches, photoelectric cells, time delays and radio control components used by field police. Assembled training aid kits and materials; distributed training aids to FBI field divisions. Made recommendations for training seminars on explosives.

U.S. MARINE CORPS RESERVES Combat Engineer 20 hours/ month 02/1982 - 02/1988 Baltimore, MD

 Weapons / Hazardous Materials Handling: As reservist, set and detected landmines and boobytraps in field settings. Applied basic electronic and landmine warfare skills. Trained on and handled hazardous materials. Developed technical and field skills as a member of a team and independently. Honorably discharged.

#### CERTIFICATES/LICENSES

- Police Brutality in America, Certificate, Federal Bureau of Investigation, 1988
- State of Maryland insurance license for life / health, and property / casualty (License Number: RPI 186748)
- Maryland CDL driver's license
- Spanish Language Certificate, Howard County Community College, 1996

#### PROFESSIONAL TRAINING

- 2014 Sergeants IST, 6/18/2014, 7 hours
- Glock Transition/Classroom Training, 3/27/2014
- Pursuit Policy Review, 11/15/2013
- All Hazard Plan, 11/15/2013
- Boston Marathon Bombing—Looking Back, 10/2013
- Defensive Tactics In-Service, 9/25/2013, 2 hours
- ASP Baton Recertification, 9/25/2013, 1 hour
- Officer Collection of DNA Evidence, 1/13/2011
- Supervisory Development Training, 2005
- Command Spanish for Law Enforcement, 2005
- Managing Diversity Training, 2004
- Howard County After School Program for Grant Writing, 2003
- · Attended International Bomb Tech Seminars and International Terrorism Seminars at the FBI
- · Attended Police Brutality, Urban America Seminar on Accident Investigation

#### **VOLUNTEER WORK**

- Member, Howard County Board of Education Committees: Equity Council Committee which reviews programs, policies and other community concerns, and the Weapon Policy Committee which ensures a safe and nurturing environment for all students and staff
- Grassroots activities, including feeding and clothing the homeless, volunteering with Centurions
  of Justice to assist the needy during holidays
- Volunteer, youth mentor, through my church and fraternity (Omega Psi Phi Fraternity, Inc.)
- Volunteer, Be Proud Mentor Program, youth mentor for local middle schools, 04/2012 06/2012
- Active member of Omega Psi Phi Fraternity, Columbia, Md., chapter, 11/1994 Present
- Volunteer, NAACP, 1994 present

#### LANGUAGES

. Spanish (intermediate), French (novice)

## **COMPUTER PROFICIENCIES**

MS Word, Excel, Outlook; proprietary databases and law enforcement information systems