Citizenship: U.S. Candidate Source: Career

#### LAW ENFORCEMENT / MANAGEMENT PROFESSIONAL

**PROFILE:** Retired police supervisor with almost 35 years of law enforcement experience. Proven skills in leading successful investigations, developed staff and build community policing programs. Passionate and committed to public service. 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 | Community Relations       | Multijurisdictional Liaison   |
|----------------------------|---------------------------|-------------------------------|
| Emergency Response         | Supervision / Training    | Policy Development            |
|                            | 1                         | • •                           |
| Investigations / Reporting | Project Management        | Best Practices Implementation |
| Crime Prevention Education | Administrative Leadership | Recruitment                   |
| Law Enforcement            | Budgeting                 |                               |

#### **EDUCATION**

**Master of Science,** 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, 1981-1985, 101 credits

#### PROFESSIONAL HISTORY

# HOWARD COUNTY SHERIFF'S OFFICE 3/20/2017 – Present Administrative Sergeant Ellicott City, MD Supervisor: Upon Request. 40 plus hours/week.

preparation of reports, files and case materials.

- Administration: Managed administrative workflow for team, applied management principles and practices, budget, human resources and supply/equipment management. Assessed operations and recommended program changes and improvements. Directed and provided guidance on
- Provide judicial enforcement and physical security for the Circuit Court, to provide a variety of
  quality services for citizens, and to assist other law enforcement agencies in maintaining law and
  order in

# WASHINGTON SUBURBAN SANITATION COMMISSION POLICE DEPARTMNT 06/20/16 – 02/01/17

**Police Supervisor** 

Supervisor: Upon Request. 40 plus hours/week.

• Supervised employees including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and/or termination or recommending termination. Provided direct supervision. Responds to all major or unusual incidents.

#### HOWARD COUNTY POLICE

07/1989 - 06/20/2016

Police Officer/Detective/Police Supervisor, 40 Plus Hours Per Week.

Ellicott City, MD

Supervisor: Upon Request. 40 plus hours/week.

Patrol Sergeant (2005 – 2016) ~ After-School Program Coordinator (2002-2004) Supervisor of Human Resources (2010-2011) ~ Warrant and Fugitive Detective (1996-1997) Background Investigator (1994-1996)

Held progressively responsible positions, culminating in my final position as Emergency Communications Supervisor (2005-2016); earned master's and bachelor's degrees during tenure. As Senior Emergency Communications Supervisor, supervised and coordinated activities of 16 dispatchers and call-takers who were engaged in receiving emergency or non-emergency calls, dispatching personnel and equipment, and providing pre-arrival instructions in a county which served approximately 350,000 residents. Reviewed and monitored contracts and the activities of contractors within the Emergency Communications Center.

• Emergency Communications Supervisor – Police Communications Division: Performed supervisory and advanced level dispatching operations work. Work included planning, assigning and reviewing the work of a shift of dispatchers responsible for receiving emergency 9-1-1 telephone calls, dispatching Police, Fire and EMS units and handling non-emergency and administrative communications. Subordinates engaged in receiving, routing and transmitting information via telephone, radio, teletype, computer terminal and other communications equipment. Resolved the most difficult and complex problems during shift. Operated communications equipment that received incoming calls for assistance which dispatched both Police and Fire/EMS emergency equipment with the knowledge to work interchangeably between the two disciplines within the same shift. Monitored MILES/NCIC entries. Carried out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities included interviewing, recommending for hire and training employees; planning,

assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and attending meetings, training classes and seminars as required.

- Patrol Sergeant: Supervised 6-8 person teams for operations in surveillance, patrol, arrest, personal protection and offensive actions to protect individuals and property. Led teams to patrol streets, assist motorists and investigate accidents and violations of criminal and civil laws. Made staff assignments based on experience and skills. Enforced federal, state and local laws; served as deterrent by providing visible law enforcement presence while actively developing positive relationships with community to establish trust. Directed officers to conduct interviews, interrogations and preliminary and criminal investigations. Collected, analyzed and disseminated intelligence/counterintelligence information. Collected and preserved evidence for investigations and case development, maintained evidential chain of custody. Coordinated investigation efforts with federal and state law enforcement agencies. Reviewed and prepared written reports and testify in local, state and federal courts. Served as Command Post Operator and respond to range of major incidents, emergencies and hazardous police activities. Conducted internal investigations and handled escalated, sensitive complaints from citizens, including charges of misconduct and racial bias. As needed, lead platoon in lieutenant's absence.
- <u>Staff Supervisor:</u> Led diverse team, handed all aspects of personnel management. Provided guidance, assigned tasks and prioritized workloads. Followed up to ensure quality control on patrol work, investigations, reports and files. Created and implemented individual career development plans for staff; evaluated, coached and mentored staff on performance, including those on probationary status. Conducted annual performance evaluations; recommended awards, discipline and training as needed. Ensured employees were active participants in their career paths. Recruited applicants and conducted background investigations. Negotiated and resolved personnel issues. Also, developed recruitment strategies and community projects to expand relationships with various populations and improve community policing. Implemented recruitment strategies focused on minorities, youth and women, participated in public speaking events to inform potential applicants of opportunities and identify qualified candidates.
- Internal / External Communications: Developed and maintained positive relationships to further community policing goals. Worked with local, state and federal law enforcement and other agencies to share information and on joint responses as needed; worked with private businesses and community groups to improve safety and security. Coordinated with district and state attorney's offices on case prosecution. Worked with community groups on recruitment efforts and to host community events. Received and resolved citizen complaints about officers' conduct. Served on committees for community groups, such as Howard County Board of Education, nonprofit organizations and homeless shelters in Howard County and church and fraternity 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:*

- 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
  Recognition for incident management.
- Led team to achieve highest production ranking in district several times throughout my career.
   Have nominated and team members who received numerous awards over the years from State of Maryland.

• Received letters of appreciation from citizen for locating suspects in our community; for allocating special resources for citizens and officers who may have been mentally challenged. Received recognition from allied law enforcement agencies for job well done.

#### **EARLIER POSITIONS**

- 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.
- 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.
- 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 Associate Adjunct Professor (Part Time)

Supervisor: Upon Request.

08/ 2013 – Present Adelphi, MD

As part-time Associate Adjunct Professor, teach criminal justice courses (online and in person).

Instruction: 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. Upon Request. 40 plus hours/week. 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 of my unit 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

05/1982 – 05/1986 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**

- State of Maryland insurance license for life / health, and property / casualty
- Spanish Language Certificate, Howard County Community College, 1996

#### PROFESSIONAL TRAINING

- Participated in 21st Century Policing Training at the White House under President Obama Administration.
- Investigating Internal Affairs
- All Hazard Plan
- Boston Marathon Bombing
- Defensive Tactics In-Service
- ASP Baton
- Officer Collection of DNA Evidence
- Supervisory Development Training
- Command Spanish for Law Enforcement
- Managing Diversity Training
- Grant Writing
- Attended International Bomb Tech Seminars and International Terrorism Seminars at the FBI
- Attended Police Brutality, Urban America Seminar on Accident Investigation

#### **VOLUNTEER WORK**

- Member of Howard County Mental Health Group
- Member of C.O.V.E.
- Member of COAD
- Howard County MLK, jr Commission.
- Horizon Foundation Member
- NAACP Member
- Participated in programs HCPSS programs where I was on the 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
- Participated in Grassroots activities, including feeding and clothing the homeless.
- Youth mentorship programs through my church and fraternity; Executive officer and chairman of special events in my fraternity

#### LANGUAGES

Spanish (intermediate), French (novice)

#### COMPUTER PROFICIENCIES

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