

#### **EDUCATION**

- Master of Science \* Criminal Justice Studies \* University of Portsmouth \*
- Bachelor of Arts \* Administration of Justice \* Union Institute & University, Sacramento \*

# **EXECUTIVE/MANAGEMENT TRAINING & CERTIFICATIONS**

- P.O.S.T. Management Certificate \* California P.O.S.T Commission \*
- Executive Management Certificate \* California P.O.S.T Commission \*
- FBI National Academy (FBINA, Session 225) \* Quantico, Virginia \*
- P.O.S.T. Command College (Class 37) \* California P.O.S.T. Commission \* Oxnard, California \*
- Contemporary Management for the Police Administrator \* San José State University \*
- Federal Emergency Management Agency (FEMA) \* Virginia \*

#### PROFILE

Accomplished police manager with a record of leadership adeptness and collaboration. Experience with the dynamics of policing and maintaining order in a large, diverse city. Thirty eight years of municipal law enforcement experience, both in the UK and the USA, with fifteen years of experience at the middle and executive levels of management managing fifty to one hundred employees. Demonstrated leadership success in intra and intergovernmental relations, community relations, media relations, policy development and implementation, budget oversight, labor relations, risk management, community policing and problem solving.

#### CORE STRENGTHS

Organizational Communications \* Community Relations \* Team Building \* Strategic and Operational Planning \* Problem Solving \* Risk Management \* Political Savvy \* Organizational Behavior and Motivation \* Cost/Benefit Analysis \* Media Awareness

#### PROFESSIONAL EXPERIENCE

FBI NATIONAL ACADEMY ASSOCIATES \* California Chapter \* 2014 - Present

### California Chapter Historian – (2018 – Present)

Responsible for keeping and documenting the history of the largest Chapter in the FBINAA, comprising of 1,100 law enforcement members at the rank of Lieutenant and above. This includes meeting and interviewing members, successfully submitting articles for publication in the National Magazine going out to nearly 17,000 members. Attending and fully documenting the Law Enforcement Executive Development Seminar (LEEDS, a 4 day training conference), writing and publishing a 17 plus page Newsletter every quarter, researching information on promotions, transfers and notable events within the law enforcement field for publication in the "Chapter Chat" section of the National Magazine, preparing historical data for presentation at business

meetings, liaising with National Academy staff at Quantico, planning regular training luncheons and Chapter Re-Trainer conferences, and assisting the Board with member issues and events.

# California Chapter Secretary – (2015 – 2018)

This was a three year commitment as an executive Board member giving me the responsibility for 1,100 high ranking law enforcement officials, including renewing memberships, maintaining and updating the member database, verifying membership for on-line voting, scholarship and Youth Leadership Program nominations, tracking and providing the Board with lists of current and inactive members, utilizing software with a database consisting of 17,000+ members, re-writing the Chapter's Constitution, By-Laws and Protocol, developing and distributing agendas, notices and responses, acting as co-signer and back-up for the Chapter Treasurer, writing and presenting minutes of Board and Business meetings, being available to the Board and 1,100 members and providing guidance, problem solving members issues and concerns, liaising with National staff at Quantico, VA, attending the yearly Chapter President's meeting in Quantico, attending the National and State Conferences, assisting with the yearly Chapter Re-Trainer Conferences and assisting the Chapter President.

## Conference Planning Committee Member – (2012 – 2014)

Responsible for assisting in the planning of both LEEDS and the Chapter Re-Trainer Conference. Including venue location, fiscal oversight, fund raising, negotiating contracts, contacting V.I.P.s for speaking engagements, soliciting for raffle prizes, and sole responsibility for the planning and organization of the law enforcement memorial ceremony during the conferences.

# SACRAMENTO POLICE DEPARTMENT \* Sacramento, California \* 1987 - Present

### Police Reserve Officer - Patrol Division (2013 - Present)

Instrumental in ensuring the overall success of large events within the City, events attended by tens of thousands and requiring a detailed traffic plan. Such events include: Amgen, the Police Memorial Ceremony, Run to Feed the Hungry (on Thanksgiving Day) and the California International Marathon. Responsibilities include overseeing large groups of volunteers, blocking off streets and intersections, guiding and redirecting traffic, problem solving, addressing the public's questions and concerns, handling police equipment, providing security, towing vehicles and liaising with business owners and Fire Department personnel.

## Watch Commander - Day Shift Patrol Division (2012 - 2013)

Responsible for overseeing and managing the City's Patrol Division in all six districts, including sworn and non-sworn totaling approximately 100 personnel; overseeing and managing resources; liaising with other Departments both internally and externally; overseeing the maintenance and smooth running of the station; responding to and handling homicide scenes, fatal accidents, officer involved shootings, critical incidents, K-9 bites, protests, civil unrest situations, serious threats and terrorist incidents; addressing the media and giving 'sound bites'; attending community events and meetings, dealing with government officials, business and community members, employee related issues and liaising with the Peace Officers' Association (SPOA). Overseeing and managing crime series and trends, budgetary concerns, internal affairs investigations, equipment and training, resources, scheduling and planning for patrol events, protests and high profile incidents, plus monitoring the overall safe and effective running of the Districts.

- Commanding and bringing to a successful closure a residential hostage situation, a motel hostage situation and a barricaded subject who had apparently killed and mutilated his daughter.
- Successfully handled a situation involving a subordinate who was found to be a serial rapist.
- Initiated a City wide co-operation program between police and hotel security managers for emergency readiness.

## Commander - Metro - Traffic/Air Operations (2008 - 2012)

Responsible for the leadership and management of over 50 employees assigned to 8 different specialty units.

including: Traffic, DUI Team, Air Operations, Major Collision Investigation, Tow Unit, Court Liaison, ABC, Crime Prevention and Procurement. Provide resources 24/7 to a City of over 450,000 residents. Merging police department strategies with City initiatives and community public safety demands while remaining productive, efficient and effective without increasing risk. Developing and maintaining police/community coalitions. Interlacing municipal law enforcement with State and Federal law enforcement partners. Managing Office of Traffic Safety (OTS) and Alcohol and Beverage Control (ABC) grants totaling in the millions, managing fatal and Department involved accidents, DUI and alcohol related issues, traffic problems, high profile events, critical incidents, employee counseling and discipline, labor issues, mediation, collaborating with elected officials, promoting the *esprit de corps*, representing the department on various Boards, attending Council meetings, managing media perceptions and balancing the needs of special interest groups. Management oversight of a multi-million dollar budget.

- Successfully obtained funding to fully staff a DUI team three years in a row.
- Successful obtained funding for a full time ABC officer.
- Successfully improved the City's traffic safety ranking which had been the worst for 16 years.
- Awarded second place two years in a row for the California Law Enforcement Challenge (CLEC).
- Commissioned, set requirements for and implemented a software program to track and monitor helicopter/fixed wing maintenance, flight hours, part replacement and event tracking at no cost to the Department.
- Successfully negotiated three large contracts saving the Department thousands of dollars.
- Developed strategy and implemented policy to make towing and impounding of vehicles more efficient.
- Collaborated with City, State and Private Enterprise partners to plan and implement the successful hosting of the AMGEN bicycle race of California.

### Lieutenant, Office of Operations - Mid-Shift Watch Commander (2004 - 2008)

Responsible for overseeing and managing half of the City's Patrol Division, including sworn and non-sworn personnel (50 + officers), on many occasions covering the whole city; managing the stations and resources; regularly liaising with the Sheriff's Department, California Highway Patrol (CHP), Sacramento State University Police Department and other outside agencies; responding to and reporting on homicides, fatal accidents, protests, civil unrest situations, terrorist incidents, K-9 bites, officer involved shootings, critical incidents and complaints; overseeing internal affairs complaints; managing and organizing responses to address crime series and trends; monitoring overtime, sick leave and on-call; managing and updating officer/sergeant schedules; tracking officer training; performing regular inspections.

- Incident commander for the 4<sup>th</sup> of July game plan covering the large Cal Expo firework event attended by over 35,000 people. Developed the overall game and traffic plan and managed the deployment and supervision of over 100 officers, resulting in a safe and successful event.
- Instrumental in planning and organizing two Sacramento Domestic Violence conferences, attended by over 450 people representing 72 different organizations. Master of Ceremonies for the events.
- Subject matter expert for the Department, assisted Peace Officer Standards and Training (P.O.S.T), in producing a training DVD for the prevention of sexual harassment and discrimination.
- Testified in court as the lead investigator in a \$7 million sexual harassment lawsuit.

### Lieutenant - Office of Investigations - Family & Youth Services (2003 + 2004)

Responsible for overseeing and managing Sexual Assault and Child Abuse Units, 290 Sex Offender Unit, Family Abuse, Elder Abuse and the School Resource Officers. Liaised with schools, collaborated with juvenile justice agencies; managed personnel issues and outside agency partners, i.e. social workers and child protective service workers; participated in selection interviews and handled disciplinary matters.

• Started the Sacramento Domestic Violence Prevention Collaboration (DVPC), establishing partnerships with numerous City, County, outside agency law enforcement and non-profit organizations dealing with domestic violence. In 2010 the DVPC joined the District Attorney's (DA) Domestic Violence Coordinating Council as the Community arm at the request of the DA.

- Responsible for creating the game plan, including training, equipment and personnel, for the successful deployment of arrest teams used during the United States Department of Agriculture event. Partnered with probation and the Sheriff's Office to provide resources. Introduced a property and arrest booking procedure to accommodate persons without identification and refusing to provide information.
- Served on the Planning Committee for the high profile conference 'Trading Secrets: How the Juvenile Justice Agencies Work.'
- Presented to the Joint Legislative Audit Committee on the subject of Megan's Law.

### <u>Lieutenant - Office of Investigations - Property Crimes (2000 – 2003)</u>

Managed and coordinated the criminal investigation and prosecution of those responsible for Property Crimes. Directly responsible for: Vehicle Crimes, Financial Crimes, High tech Crimes, Burglary/Robbery Units, School Resource Officers and five Sacramento Housing and Redevelopment Agency investigators. Liaised with multiple agencies including; FBI, Probation, Parole, Sheriff's Department, DEA, CHP, San Juan School Districts and the business community, to effectively reduce the City's crime rate.

- Developed and implemented a software program to log, manage and track cases, which also allowed for effective caseload management.
- Wrote and introduced a MOU with the District Attorney's Office for them to assume vehicle storage costs once the arraignment had taken place, saving the Department thousands of dollars.
- Partnered with the largest shopping mall for two years running for the prevention of vehicle crimes over the Thanksgiving and Christmas period reducing vehicle crime by over 40%.
- Developed and implemented a Crime Prevention Community group for malls in Sacramento and surrounding areas, to allow information sharing and identification of suspects to prevent crime and reduce identity theft.

### Lieutenant - Office of Technical Services - Personnel Division (2000 – 2000)

Responsible for managing and overseeing the Background and Recruiting Unit and the Department's Magnet School Program. Handled EEOC issues, sworn personnel issues, Workers' Compensation and administrative concerns, including the hiring and releasing of personnel and managing a tight budget.

- Streamlined the applicant testing process reducing the time from over 2 weeks to 2 days.
- Assisted in streamlining the background process reducing the time for out of town applicants from 3 months to 3 days.
- Conducted research, updated and introduced a change in the Department's drug policy, which was approved by City Council.
- Initiated research/wrote policy to allow job sharing for police officers as a recruitment/retention tool.
- Represented the Department in Workers Compensation hearings, all concluded in the City's favor.

# Acting Captain - Office of Operations - Patrol (1999 - 2000)

Worked directly under a patrol Captain (who had extended periods of sick time) and assumed all duties in his absence. Managed three patrol teams, three Sergeants, ten problem orientated police (POP) officers. Responsible for the overall running of the station and the Field Training Program (over 60 field training officers) including staff placement, budget management, department and sector goals and maintaining an efficient, healthy work environment.

- Actively involved with the planning of a large new residential district.
- Responsible for the smooth transition during a patrol district split.
- Implemented the 'Training Tips' roll call training.
- Handled an in-line-of-duty death and an officer's suicide, including counseling and debriefing employees.

# LEICESTERSHIRE CONSTABULARY \* Leicester, England\* 1977 - 1984

Assignments in Patrol and Criminal Investigations. In addition actively worked a high profile homicide in cooperation with the Metropolitan Police in London.

# PROFESSIONAL ORGANIZATIONS

- Member FBI National Academy Associates (FBINAA). Leadership and training for Law Enforcement Executives.
- Life member <u>International Association of Women Police (IAWP)</u>. Worldwide networking, education and training.
- Long-standing member <u>International Police Association (IPA)</u>. Law Enforcement outreach, networking, travel and education.
- Past regional representative <u>National Center for Women and Policing</u>. Outreach, leadership and training nationwide.
- Co-Chair <u>Sacramento Domestic Violence Prevention Collaboration (DVPC)</u>. Law Enforcement and Non-Profit organizations, providing resources, education and training for victims and children affected by domestic violence.
- Past Board member Teachable Moment Foundation. DUI, community education research, Every37.com.
- Past Board member <u>Face2Face Ministries</u>. Community outreach, counseling, aid and assistance to those in need.
- Secretary <u>LakePointe View Housing Association</u>. Private association that handles roads, traffic, security, maintenance and complaints.
- Volunteer member Lakeside Church. Children's ministries.
- Volunteer member Kops 'N Kids (Gang Resistance Education & Training G.R.E.A.T. Program). A non-profit that provides education and training to 9-13 year olds, in the form of a week-long sports camp.

#### PROFESSIONAL HIGHLIGHTS

- Critical Incident Management for Law Enforcement Executives certification (2010/2012/2017)
- FBI Law Enforcement Executive Seminar (L.E.E.D.S) graduate (2012)
- Guest speaker at various Rotary clubs and non-profit Organizations (2010 Present)
- Recipient of City of Sacramento Champion of Safety award (2010)
- P.O.S.T. Executive Management Certificate (2010)
- FBI National Academy (FBINA) graduate, Session #225 (2006)
- Command College graduate, Class 37 (2005)
- Office of Domestic Preparedness WMD Incident Command course, Anniston, AL (2003)
- P.O.S.T. Management and Supervisory Certificates (1999/1997)
- Who's Who in Colleges and Universities (1997)
- Member Critical Incident Stress Management Team (1996 2014)
- Federal Emergency Management Certificate (FEMA) (1995/2003/2008)
- Appeared in numerous episodes on the T.V. show "Cops" (1995)
- Instructor/subject matter expert Sexual Discrimination, Harassment and Cultural Differences (1994 Present)
- Guest lecturer to the United Kingdom (1994 Present)
- Peer Support member (1994 Present)
- Top Academic Student, Sacramento Police Academy (1987)
- UK Officer Leicestershire Police Department, England (1977 –1984)