



I am responsible for all personnel and operations of assigned work sector or project area. I advise the Sheriff on all matters concerning the management and administration of assigned work area or project area.

Currently I am the Accreditation manager for the agency. I possess the skills to interpret professional standards, read and write directives that meet compliance, identify and show proofs of compliance, and have a working knowledge of both the standards and the process & program manuals. This position also requires that I work very closely with all the other the Division commanders within the agency to make sure that we achieve compliance in all areas. It is important that this process be properly facilitated because the agencies accreditation status could be negatively impacted.

Another one of my roles is coordinator for the Law Enforcement Support Office (LESO) 1033 program. I am tasked with identifying resources that the agency is able to effectively utilize in various areas. This role requires that I have the ability to navigate through a great deal of web site information and identify resources that would be economically beneficial and of practical use.

Additionally this position requires that I work closely with the state coordinator and our federal partners. I am required to be familiar with a significant amount of forms and federal regulations that govern the use of federal resources that our agency might be approved for through the loan program. I keep the Sheriff updated on any major changes in policies or regulations that affect our status with the program.

**Captain, Jefferson County Sheriff's Office**                      Louisville, KY                      2009-2013  
I was promoted to Captain in April of 2009 and assigned to Courts Division as Assistant Commander. Essential functions include planning, directing, managing, and administering activities of the Courts Division.

Responsibilities included supervising the activities of subordinate commanders of assigned units and served as a liaison between assigned units and command staff. I assigned duties and equipment to Lieutenants and Sergeants; checked and reviewed reports daily; and inspected personnel and equipment.

I provided timely, accurate and complete communication to supervisors and peers by facilitating the flow of information between deputies and staff. I developed work schedules for staffing development; monitored scheduling to assure efficient and effective use of personnel and budget resources; and directed and monitored the daily operating functions and activities of the Division.

Personally directed and assisted subordinates in handling difficult situations. I evaluated and determined training needs of assigned areas to assure that the agency standards and maintained necessary certifications. I responded to, evaluated, and aided in resolving internal and citizen complaints and personal problems.

Conducted and reviewed performance evaluations on subordinates and also submitted recommendations that assisted with the disciplinary process. I reviewed reports of subordinates to assure accuracy, completeness, legibility, and timeliness. Also, I performed any other duties that were assigned on a temporary basis.

**Lieutenant, Jefferson County Sheriff's Office**                      Louisville, KY                      2007-2009

I was promoted to Lieutenant in November of 2007 and assigned as the Assistant Commander of the Reserve Division. Essential functions included administrative duties and the command of volunteer personnel who were assigned to events.

Enforced all state and federal laws, supervised activities of the unit, served as a liaison between assigned units and command staff, and assigned duties and equipment to subordinates.

Work functions included making arrests and issuing citations for violators of federal, state, local laws, and regulations. I developed work schedules for staffing development and monitored scheduling to assure efficient and effective use of personnel and budget resources.

Directed and monitored the daily operating functions and activities within the Division; evaluated and determined training needs to assure compliance of agency standards; and maintained certifications.

I provided timely, accurate, and complete information to supervisors and peers by facilitating the flow of information between deputies and staff. I conducted and reviewed performance evaluations of subordinates.

I submitted recommendations to assist with the disciplinary process. I reviewed reports of subordinates to assure accuracy, completeness, legibility and timeliness and also assumed duties of subordinates when required.

**Sergeant, Jefferson County Sheriff's Office**                      Louisville, KY                      2006-2007

I was promoted to Sergeant in June of 2006 and assigned as the commander of the Process Unit. The position required the management of 19 process servers and five process office clerks. My essential functions were supervising the activities of subordinates in my assigned unit, assigning duties to subordinates, inspections of personnel and equipment and enforcement of all federal, state, local laws, and regulations.

Some of my management functions included directing and monitoring daily operations of civil process servers and civilian personnel. Responsible for preparation and conducting annual performance evaluations for subordinates.

Reviewed reports and others forms for accuracy, legibility completeness and timeliness. I performed additional duties as needed on temporary basis and provided accurate, and timely communications to supervisors, peers, and subordinates. I entered time into AS400 system daily.



The position required that I review all reports for accuracy, legibility and completeness, prepare shift rosters, perform uniform inspections, counsel staff, and prepare and review semi-annual and annual performance evaluations for subordinates.

**Education**

University of Virginia	17/Hrs.	2012
University of Louisville	16/Hrs.	2000
Eastern Kentucky University	16/Hrs.	1994

**Management Schools**

FBI National Academy		2012
Academy of Police Supervision		2005
Southern Police Institute		2000

