
Client Name

21234 Main Street, City, CA 91XXX

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Highly familiar with the City of Omitted, South XXXXX, and San Omitted Valley

Community-Oriented Administrator • Solution-Driven Policing Philosophy • POST Supervisory Certifications

OBJECTIVE: To leverage my extensive administrative leadership and active officer experience at the [Omitted] Police Department as *Lieutenant* of the [Omitted] Police Department.

“Exceptional balance between administrative leadership and ‘street’ competency.” – Capt. [Name Omitted]

SUMMARY: Highly trained, diplomatic, and performance-driven **POLICE SERGEANT** with 18 year record of fast-track promotions and innovative leadership in every facet of municipal law. Full range of POST PEACE OFFICER TRAINING CERTIFICATIONS, with proven commitment to modern policing and management practices. Broad-ranging experience includes budget and fiscal management; staff recruitment and management; monitoring and reduction of expenditures; vendor negotiations; and resourceful use of limited capital. Problem-solving and complex decision making skills, with solid judgment and ability to think clearly under pressure. **Core competencies include:**

- Strategic Planning & Implementation
- Municipal Law Enforcement
- Team Leadership & Mentoring
- Day-to-Day Management/Oversight
- Strong Written & Verbal Skills
- Departmental Command
- Staff Recruiting & Training
- Highly Trained & Certified
- Community Policing
- Operations Reporting
- Press Conferences & Multiple Media
- Team Building & Development
- Policy & Regulations Compliance
- Statistical Analysis & Reporting
- Traffic Enforcement/Education

Second generation career officer with close relationships to key leaders in Law Enforcement Agencies, City Governments, and District Attorneys’ Offices in multiple Judicial Districts.

Basic knowledge of conversational Spanish. Well-skilled in firearms training and deployment.

EXPERIENCE & MEASURABLE RESULTS

[OMITTED] CALIFORNIA POLICE DEPARTMENT (1995 to present).....City, CA

POLICE SERGEANT, 2000–present

Rapidly promoted in Bureau of over 125 sworn personnel in City of 120,000 and County of 10 million. Regularly serve as *Watch Commander*, responsible for operations and management of diverse personnel group. Efficient change-agent with expertise ranging from personnel complaints and non-violent crimes to fully escalating high-risk violent crime. *Manage 15-20 direct and 30-40 indirect reports.*

- Reduced personnel and community complaints to nearly zero by developing policies and training staff to more effectively serve the public, convey empathy, and improve community service standards.
- Reputation for training and mentoring officers into highly sought candidates for promotion to key positions and lateral assignments within specialized units.

Detailed record of Bureau promotions, titles, and increasing levels of responsibility and autonomy:

OFFICER IN CHARGE, SPECIAL TRAFFIC ENFORCEMENT OPERATIONS, POLICE TRAFFIC DIVISION (2004)

Led up to 40 civilian employees and co-managed 12 sworn motor and traffic officers.

- Increased parking ticket issuance and subsequent revenue by up to 15%.
- Instituted “no red tape” internal fast-track protocols for city departments requesting supplementary traffic control and parking enforcement, previously hindered by bureaucracy.

DETECTIVE SERGEANT OFFICER IN CHARGE OF JUVENILE SECTION (2003): Managed five juvenile-crime and missing-persons detectives and 100+ cases per month as second sergeant ever in charge of this section.

- Wrote first-ever training manual for incoming detectives in collaboration with peer bureau managers, leveraging past policy writing and training experience.
- Decreased number of reported runaways and missing person cases by streamlining ineffectual intake procedures, including intervention and follow up in partnership with city and county resources.

[OMITTED] CALIFORNIA POLICE DEPARTMENT..... (continued)
Additional Roles Held As Police Sergeant

SERGEANT ADJUTANT FOR PATROL BUREAU CAPTAIN (2003): In addition to administrative duties, planned and coordinated internal affairs investigations, and problem-solved complex citizen and community leader complaints.

- Personally brought to closure dozens of backlogged internal affairs investigations, bringing the department in compliance with State Law and its own policies.
- Prepared and directed off-site Patrol Bureau meetings of up to 30 participants.

OFFICER IN CHARGE, DEPARTMENT LAW ENFORCEMENT ACCREDITATION UNIT (2000-2002): Achieved first-ever award for compliance within the Commission on Accreditation for Law Enforcement Agencies (CALEA) guidelines and CALEA all-agency standards compliance initiative. *Managed 5 sworn and 3 civilian personnel.*

- Spearheaded completion of department's first-ever General Orders Policy Manual.

WATCH COMMANDER & SENIOR PATROL SERGEANT (2000): Ensured operations of entire police department in absence of the Chief of Police and regularly responsible for all field law enforcement operations in City of [Omitted].

POLICE DETECTIVE, (1997-2000)

POLICE DETECTIVE, HOMICIDE SECTION, SPECIAL INVESTIGATIONS DIVISION (*promoted '98*)

POLICE DETECTIVE, SEX CRIMES & CHILD ABUSE SECTION, SPECIAL INVESTIGATIONS DIVISION (*promoted '97*)

Range of assignments included sex crimes and child abuse, search / arrest warrants, elevated to homicide in 1998, with expertise in interviewing, interrogating, investigating and prosecuting difficult cases.

- Lead investigator in highly publicized conviction of "Gang Name Omitted" (XXXX) Blood Criminal Street Gang leader, ["Omitted" Omitted]; imprisoned for life without parole in California State Prison, [Omitted].
- Place serial pedophile in jail for 25 years to life.

Promoted to POLICE OFFICER from POLICE FIELD TRAINING OFFICER (1995)

[OMITTED] POLICE DEPARTMENT (1990 to 1995).....City, CA

POLICE FIELD TRAINING OFFICER, (1993) ACTING DETECTIVE (1992) POLICE OFFICER, (1990-1991)

Promoted by *Chief of Police* to train new officers, as well as to train peers in drug use identification and influence, combat firearms, and routing range qualifications.

Early career included [Omitted] PD Police Jailer (1989), and Police Service Officer (1988) and Police Cadet (1987) at [Omitted] Police Department.

AWARDS

[Omitted] Elks Lodge [Omitted] Police Department, *Law Enforcement Award*, [Date Omitted]

Nevada Division of Investigation, *Commendation Award*, [Date Omitted]

[Omitted] Police Officer's Association Award, *Narcotics Officer of the Year*, [Date Omitted]

[Omitted] Police Department, *Performance Award & Salary Increase*, Presented by *Chief of Police*, [Date]

EDUCATION & CERTIFICATIONS

POST Advanced (Year), POST Intermediate (Year), and POST Basic (Year) Certificates, STATE OF CALIFORNIA
POST Supervisory Certificate, STATE OF CALIFORNIA

Education and training requirement fulfilled. Awaiting formal receipt of certification.

California POST Supervisor's School, Sheriff Department, [Omitted] County, California

Basic Police Officer Training, Sheriff's Academy, [Omitted] County, California

Graduated third in class

Bachelor of Science, Business Administration & Management

University of [Omitted], School of Business, [City Omitted], California