

# NAME

City, State • Phone • [email](#)

## LAW ENFORCEMENT, SECURITY & HUMAN RESOURCES MANAGEMENT

Analytical and decisive security and law enforcement expert with a successful background of best in class management across areas that include threat assessments, school safety, asset protection, physical security and work place violence. Deeply knowledgeable in the development of security policies and procedures supported by a history of strict compliance with local, state and federal laws and regulations. Effective communication and interpersonal skills to develop trusted relationships with management, colleagues, employees and informants. Strong experience as a law enforcement officer, a school district police chief, and a casino security and compliance expert with experience on both sides of the gaming industry. Certified law-enforcement instructor for the State of XYZ.

### Core Competencies:

Threat Assessments • Security Policies & Procedures • Strategic Planning  
Interviews & Interrogations • School Safety Strategies • Safety Training • Regulatory Compliance  
School Policy Reviews • Research Methodologies • Case File Management • Workforce Development  
Human Resources Investigations • Background Checks • Team Training • Undercover Investigations  
Informant Management • Drug & Clandestine Laboratory Recognition • Emergency Management  
Casino Policy Development • Gaming Laws & Regulations • Team Leadership • MS Office Suite

## PROFESSIONAL EXPERIENCE

### JKL SCHOOL DISTRICT, City, State • 2006-Present

#### Chief Of Police

Ensure physical security of students and investigate all complaints and suspicious activities in and around all district schools. Conduct threat assessments on all facilities. Instruct all school personnel on physical security and ensure ongoing force protection awareness and training. Provide knowledge and training to all school administrators, personnel, and staff on gang activities effecting schools and communities. Oversee and implement mock drills to identify the level of threat for each facility and site and present detailed reports and recommendations on findings to executive staff. Review, revise and develop the school district's safety and security policy and procedure manuals annually. Perform role of Youth Court Liaison for the school district. Manage inventory control. Provide Professional Development training to employees in areas of Crisis Response and Security.

- Established the first ever police department for JKL School District.
- Formulate policies on school safety to ensure compliance with local, state and federal law.
- Develop emergency management policies and procedures and educate all school administrators, personnel, and staff on the policies.
- Act as executive staff discipline advisor and make recommendations to executive staff on safe schools policies and law updates.
- Counsel and educate students on the Too Good For Drugs program.
- Perform additional roles of Substitute Teacher Recruiter, Human Resource Investigator and Worker Compensation.

### STATE OF XYZ GAMING COMMISSION, City, ST • 2002-2006

#### Gaming Enforcement Agent II

Performed investigations into violations of gaming laws and regulations and investigated the manufacture, distribution, and conducting of illicit gaming activities. Assisted state, local, and federal agencies in their investigations. Conducted extensive background checks on casino employees and companies and authored formal and informal reports for executive staff. Carried out in-depth inspections of casino facilities possessing sensitive data, access control and CCTV equipment, or other secure materials. Reviewed financial documents for mishandling of funds. Served search and seizure warrants and made arrests of law and regulation violators. Testified as a witness for the State in criminal and civil cases. Reviewed and revised security policies for state approval. Carried out security audits at casinos to ensure integrity. Monitored bingo halls.

**Gaming Enforcement Agent II Continued...**

- Acted as advisor to the XYZ Gaming Commission and served on the Standard Operation Procedure Committee for enforcement agents.
- Performed role of Field Training Officer (FTO) for newly recruited gaming agents.
- Engaged with a wide network of informants and utilized various leads to develop related information and evaluate their credibility.
- Oversaw revocation and denial hearings for casino employees.

**CITY OF ABC, City, ST • 2000-2002**

**Police Department Narcotic Investigator / Criminal Investigator**

Served on the investigation surveillance team. Employed various disguises and used best in class undercover techniques to conduct extensive investigations into drug violators. Carried out background checks on confidential informants. Oversaw the briefing and debriefing of informants as well as the wiring of informants and their vehicles via listening devices and/or video equipment. Secured fingerprints of all persons arrested on drug charges and personally interviewed those arrested on felony drug charges. Investigated burglaries and fraudulent activities and testified in court cases when required. Supported state, local, and federal agencies in their investigations.

- Made key contributions in development of a strategy for serving search warrants on residences of drug violators.
- Developed detailed case files for presentation to Grand Juries for possible indictments and/or trials.

**HJ CASINO, City, ST • 1994-2000**

**Lead Surveillance Observer Supervisor**

Ensured strict ongoing compliance with the laws of the XYZ Gaming Commission in the daily operations of all casino departments. Identified critical and vulnerable facilities and sites and performed extensive threat analysis. Ran background checks on casino employees and provided new employees with safety and security training. Investigated all complaints and criminal activities and prepared oral, formal and informal reports to the executive staff. Conducted numerous audits.

- Planned and developed strategies to ensure game protection and safety and provided recommendations to upper management for implementation.
- Formulated casino security policy, inspected facilities, and designed and implemented specialized systems and devices to ensure protection of sensitive information.
- Developed security plans for approval by the XYZ Gaming Commission.

**EDUCATION / CERTIFICATIONS**

**Master of Arts Degree in Public Policy & Public Administration**

University, City, State

**Bachelor of Arts Degree in Communication & Broadcast**

University, City, State

*Homeland Security Instructor Certified in School Safety  
Homeland Security Instructor Certified In Active Shooter Civilian  
Incident Command Certified (ICS) 100 / 200 / 300 Series*

**BUSINESS MEMBERSHIPS**

Local Emergency Planning Committee (LEPC)  
Project Sync Safe School Grant Advisory Board  
National Association Of School Resource Officers (NASRO)  
ABC County Emergency Mitigation Advisory Counsel  
Public Policy and Public Administration Accreditation Chairperson 2012