

EXPERIENCE: Colorado Department of Corrections, Division of Adult Parole

ASSISTANT DIRECTOR/COMMISSIONER COLORADO INTERSTATE COMPACT
Denver-metro & Northern Field Operations *JANUARY 2023 TO PRESENT*

- Serve as Appointing Authority to all assigned positions and areas of responsibility.
- Appoint Division of Adult Parole staff, define jobs, determine training needs by analyzing operational needs.
- Create a strategic vision to incorporate best practices from both inside and outside the Department.
- Respond to Executive Staff and Legislative inquiries using knowledge of current and historical operations of the Division.
- Supervise the preparation of fiscal budgets for program operations.
- Settle DOC employee complaints by responding to employee grievances.
- Supervise, coach and mentor staff by developing performance plans and completing performance evaluations.
- Ensure Division policies and procedures are consistent with Departmental goals and missions.

COMMUNITY PAROLE MANAGER/DEPUTY INTERSTATE COMPACT ADMINISTRATOR
Broadway Parole Office/Westminster Parole Office *NOVEMBER 2017 TO JANUARY 2023*

- Provided leadership with a focus on systems to accomplish Division and Department goals.
- Built relationships with staff to increase morale and create a supportive work environment.
- Mentored and create opportunities for staff to thrive and grow in their careers.
- Statewide contact for Interstate parole issues and concerns
- Planned, developed, organized and monitored budget allocations for my assigned area of responsibility.
- Directed the implementation of oversight duties for staff to ensure efficient delivery of services.
- Responsible for the performance planning and evaluation of Supervisors, Team Leaders and Administrative Staff assigned to me.
- Instructed classes during parole Breakout training, as needed.

COMMUNITY PAROLE SUPERVISOR
Broadway Parole Office / Lincoln Parole Office *FEBRUARY 2015 TO NOVEMBER 2017*

- Supervised staff with Interstate workload and relationship building with other State's Interstate staff.
- Supervised a staff consisting of two Community Parole Team Leaders and 17 Community Parole Officers in the fast-paced Housing & Stabilization Unit.
- Worked closely with Community Re-Entry staff to ensure a smooth transition of offenders from prison to the community.

- Assisted in the development of strategic plans by setting goals, objectives, and action plans to utilize allocated staff and resources.
- Mentored Community Parole Officers and assisted them in the supervision of offenders.
- Developed Performance Evaluation Plans (PEP) for assigned and designated subordinate staff in compliance with the DOC Administrative Regulations.
- Helped form and lead the newly created Housing and Stabilization Unit (HSU)
- Denver Crime Gun Intelligence Center and National Integrated Ballistic Information Network
- Field Training Officer
- Instructed classes during parole Breakout training, as needed.

COMMUNITY PAROLE TEAM LEADER

Lincoln Parole Office

FEBRUARY 2010 TO FEBRUARY 2015

- Trained, and oversaw lower level officers who supervised offenders.
- Trained lower level officers on proper case management, overseeing all possible remediation and regressive decisions.
- Made recommendations to upper management in reference to staff needs for the betterment of the work unit.
- Interstate Supervision (both incoming and outgoing cases)
- CHAMPS Grant Participant
- Field Training Officer
- Instructed classes during parole Breakout training, as needed.

COMMUNITY PAROLE OFFICER

Various Metro-area Parole Offices

FEBRUARY 2005 TO FEBRUARY 2010

- STG (gang) Supervision
- Sex Offender Supervision
- Interstate Supervision (both incoming and outgoing cases)
- Specialized Mental Health Supervision
- Parole Breakout Instructor
- Member- Special Response Unit (SRU)

EDUCATION

COLORADO POLICE CORPS

Golden, Colorado

JULY 2004 – DECEMBER 2004

Certificate: Peace Officer Standards Training (POST)

UNIVERSITY OF NORTHERN COLORADO

Greeley, Colorado

AUGUST 1997 – MAY 2001

Major: Business with an emphasis in Management

Varsity Baseball