



CITY AND COUNTY OF DENVER
PRIVILEGED AND CONFIDENTIAL WORK PRODUCT

Michael B. Hancock
Mayor

To: Mayor Michael B. Hancock
From: Romaine Pacheco, Director
Date: August 22, 2022

BOARD: Community Corrections Board

POC: Greg Mauro

BACKGROUND:

Members – 21
Terms – 4 Years
Confirmation - Yes

State statute establishes the creation of community corrections boards with authority to approve or disapprove the establishment and operation of community corrections programs within municipalities.

RECOMMENDATIONS:

Kimberly Howard, Aurora (F)(AA) to serve as a representative of the Chief Probation Office for a term expiring June 30, 2024 and occasioned by the resignation of Shawn Cohn, appointed;

Clarice Garcia, Denver (F)(H) to serve as a citizen member for a term expiring June 30, 2026, appointed.

ACTION NEEDED:

Appoint Howard and Garcia

Please provide additional candidates to consider.

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BAC-8325

Contact Information

Contact Name	Clarice Garcia	Home Address	2594 S Yates Street
Preferred Phone	7203337228	Home City	Denver
Preferred Email	clarice.rae12@gmail.com	Home State	CO
Other Phone		Home Zip	80219
Other Email		County	Denver
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	Yes
SSN	[REDACTED]	Race/Ethnicity	Hispanic
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Ms.

Board Information

Board Name	Denver Community Corrections Board	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	Checkr	Work Address	1621 18th St
Position	Investigations Associate	Work City	Denver
Business Phone #	4155499946	Work State	CO
Work Email	clarice.garcia@checkr.com	Work Zip	80202

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Denver	Special Information	
Denver City Council District No	2		

Education and General Qualifications

Name of High School	JK Mullen High School	Name of Graduate School	
Location of High School	Denver, Co	Location of Graduate School	
# of Years Attended High school	4	# of Years Attended Graduate School	
Did you Graduate	Yes	Did you Graduate	

High School

Graduate Major

Name of College University of Nevada Las Vegas
Location of College Las Vegas, Nevada
of Years Attended College 4
Did you Graduate College Yes
Undergrad Major Criminal Justice

Reference Details

Reference Name #1 Kayla Duran **Reference Email #1**
Reference Phone #1 7203454945 **Reference Address #1**

Reference Name #2 Cecelia Zapata **Reference Email #2**
Reference Phone #2 7203137687 **Reference Address #2**

Reference Name #3 Denise Maes **Reference Email #3**
Reference Phone #3 3035507830 **Reference Address #3**

Agree to a background check

Owner Romaine Pacheco

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Last Modified By Denver Integration, 8/10/2022 9:27 PM

Notes & Attachments

Investigations Associate 2021-2.pdf

Investigations Associate 2021-2.pdf

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PROFESSIONAL RESUME

Accomplishments of Note

- ✓ Investigated public records to find unknown contact info from restitution recipients, leaving thousands of dollars of restitution previously unclaimed, list dating back to 2001
- ✓ Investigated and found contact information for hundreds of sureties to return their unclaimed cash bonds
- ✓ Nominated and selected for Denver County Court's Leadership Education for Advanced Development program presenter
- ✓ Created a new process for identifying priority trials, giving attorneys adequate notice based on court related factors and considerations
- ✓ Administrated a virtual criminal municipal trial docket remotely with limited instruction or training for 16+ months

Professional Experience

Checkr, Inc, Denver, Co - Investigations Associate

January 2022 - Present

Works in partnership with court researchers, vendors, law enforcement agencies to investigate disputes with a high level of accuracy to provide modern and compliant background checks

Proactively explores problems and potential solutions to ensure report compliance with internal and external requirements

Fosters an environment of experimentation, critical thinking and precision to help improve dispute processes and provide a better candidate experience which aligns with Checkr's mission of building a fairer future for the formerly convicted

Communicates cross functionally with Customer Success teams to ensure timely resolutions, provide feedback and bridge knowledge gaps in the dispute process.

Utilizes strong verbal and written communication skills in order to communicate with law enforcement agencies, court clerks and researchers.

Uses attention to detail to maintain extreme organization with the ability to juggle multiple priorities in order to meet critical deadlines.

Denver County Court, Denver, CO - Judicial Assistant III
August 2016 – October 2021

Create and maintain an accurate court record, which entails creating, reviewing and monitoring case files, pleadings and other related documents to determine compliance with relevant statutes and policies

Review, prepare and process legal orders and forms related to, warrants, protection orders, appearance bonds, writs of habeas corpus, mittimus and various advisements in accordance with the Judge's order and court procedures

Investigate filings by various parties such as District Attorneys, pro se defendants and witnesses/victims for inaccuracies and compliance, ensure timely and proper distribution of documents

Enter Judicial Officer's orders, ensuring completeness and accuracy

Final review of judicial orders to ensure compliance with law and procedure to avoid judicial mistakes and ensure enforceability

Save time and resources by interviewing defendants to ensure they are prepared for court, minimizing the number of rescheduled dates

Translate court orders to the court's case management system with complete accuracy

Create forms and legal documents including motions, contempt citations and other documents as necessary

Act as liaison between the public, defendants, court personnel and judges as well as between the court and law enforcement agencies

Advise defendants and attorneys in person and by phone regarding what to expect in court, navigate their questions

Schedule hearings pertaining to court cases in accordance with criminal rules of procedure

Denver County Court, Denver, CO - Judicial Assistant II
August 2014 – August 2016

Maintained court documents, seal and certify court records and dispositions

Performed criminal record search requests for defendants and agencies

Accepted and receipted payments from defendants and agencies

Processed and filed criminal state statute and ordinance violations

Provided customer service as file clerk, file maintenance, quality control and ensure compliance with court policies, practices, rules of procedure, statutes and ordinances

Processed and filed Criminal "At Large Warrants" from investigators and detectives

**Intervention Community Corrections Services – Lakewood, CO - Security Specialist
September 2013 – August 2014**

Facilitated successful internal and external audits with thorough documentation

Educated clients and ensured compliance with facility policies, rules and regulations

Investigated and documented in detail any clients change in location with the program's case management system

Contacted and properly filed escape reports with appropriate authorities such as the Department of Criminal Justice

Participated in weekly staff meetings with administrators and case managers to discuss individual client programs

Prepared detailed and thorough disciplinary and Incident Reports to hold clients accountable

Acted as a case manager for the Jefferson County Work Release population, monitoring a specific group of clients individually during their stay in community corrections

**Clark County Parks and Recreation Safekey - Las Vegas, NV - Site Supervisor
February 2012 – May 2013**

Provided oversight and supervision of the before and after school program participants and Site Assistants at 90% free/reduced lunch elementary school

Ensured the planning, programming, an execution of the daily schedule and program curriculum that was implemented

Submitted a weekly/monthly calendar of activities

Ensured participant records are organized and maintained properly

Communicated with program parents regarding site concerns, participant behavior, incidents, etc.

Monitored work performance of assigned Site Assistants and produced performance reports

Ensured programs and activities are structured to best meet participants' needs

Provided excellent service to customers (parents) and participants

Managed all money transactions and balances

Denver Parks and Recreation - Denver, Colorado – Lifeguard/Advanced Lifeguard/Supervisor

May 2006 – August 2012

Knowledge of the principles and practices of water safety, resuscitation, and first aid sufficient to be able to enforce safety regulations and perform lifesaving, first aide, and CPR/PR techniques

Supervised a staff of seven full time employees

Implemented and scheduled daily swim program for community

Provided swim lessons to youth participants

Upheld facility appearance, monitored pool chemicals, and adhered to safety and health requirements

Ensured safety compliance by patrons and staff

Provided comfort and support to customers when needed

Balances revenues in spreadsheet to contain daily profit

Deposited Daily Profits

Tracked and managed cash receipts for facility

Addressed customer needs to ensure satisfaction

Answered incoming calls and documented messages

Volunteer Activities

Employee Advisory Member of Denver County Court

Leadership Education for Advanced Development

New Employee Orientation Presenter

Technical Skills

Microsoft Word, Excel, PowerPoint and Outlook, Themis Court System

Microsoft Teams, Zoom, Google Hangouts, WebEx

Professional Skills

Strong Research Skills

Detail Oriented

Time Management Abilities

Computer Technical Literacy

Team Oriented

Problem Solver

Analytical

Decisive

Adaptive

Strong Multitasking Skills within a fast-paced environment

Conflict Resolution

Continuous Refinement

Education

Bachelor of Science, Criminal Justice - University of Nevada Las Vegas, 2013



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BAC-8328

Contact Information

Contact Name	Kimberly Howard	Home Address	6067 S Ukraine Street
Preferred Phone	720-971-2206	Home City	Aurora
Preferred Email	kim.howard@judicial.state.co.us	Home State	CO
Other Phone		Home Zip	80015
Other Email	kimberlyhoward@live.com	County	Arapahoe
DOB	[REDACTED]	Hispanic or Latino origin or Descent?	No
SSN	[REDACTED]	Race/Ethnicity	African American
Gender	Female	Other Ethnicity	
Other Gender		Salutation	Mrs.

Board Information

Board Name	Denver Community Corrections Board	Other boards or commissions served	
Status	New	Resigned	
Term Start Date			
Term End Date			

Work Information

Employer	2nd JD Juvenile Probation Dept.	Work Address	303 W Colfax Ave
Position	Chief Probation Officer	Work City	Denver
Business Phone #	303-607-7413	Work State	CO
Work Email		Work Zip	80204

Additional Information

Are you a registered voter?	Yes	Objection to appointment?	No
If so, what county?	Arapahoe	Special Information	
Denver City Council District No	N/A		

Education and General Qualifications

Name of High School	Westminster High	Name of Graduate School	University of Phoenix
Location of High School	Westminster, Colorado	Location of Graduate School	Denver, Colorado
# of Years Attended High school	4	# of Years Attended Graduate School	2
Did you Graduate	Yes	Did you Graduate	Yes

High School

Graduate Major MA in Education and Counseling

Name of College University of Northern Colorado
 Location of College Greeley
 # of Years Attended College 4
 Did you Graduate College Yes
 Undergrad Major Sociology Criminal Justice

Reference Details

Reference Name #1	Doug Gray	Reference Email #1	douglas.gray@judicial.state.co.us
Reference Phone #1	720-213-7830	Reference Address #1	6904 S Lima Street, Centennial, CO 80112
Reference Name #2	Shawn Cohn	Reference Email #2	2chohnhome@comcast.net
Reference Phone #2	303-947-8319	Reference Address #2	
Reference Name #3	Dawn Gatling	Reference Email #3	dgatling@hotmail.com
Reference Phone #3	303-521-4246	Reference Address #3	

Agree to a background check

Owner Romaine Pacheco

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Notes & Attachments

Kimberly S. Howard Resume 2022.docx

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Description

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Kimberly S. Howard, M.A.

kim.howard@judicial.state.co.us

Aurora, CO • 720-971-2206

Innovative, forward-thinking, and agile leader possessing an understanding of the Criminal Justice System and the ability to improve performance, programs, growth, and engagement.

Criminal Justice professional proven effective in bringing a vision-driven approach to probation supervision and strategic planning. Recognized for leading through service by delivering excellence, as well as high-performing engaged teams. Incorporates creative leadership skills to achieve objectives while aligning the importance of relationship building. Adept at spearheading projects that improve processes and efficiency, strengthen employee development and engagement yielding maximized results.

Areas of Expertise

- Project Coordination/Management
- Employee Engagement & Culture
- Mentorship and Coaching
- Diversity, Equity and Inclusion
- Motivational Communication
- Performance Management
- People & Leadership Development
- Program & Policy Development
- Human Relations
- High Risk Offender
- Sexual Offenders
- Adult & Juvenile Offenders
- Mental Health
- Domestic Violence
- Substance Abuse

Career Experience

Probation Manager - 18th Judicial District Probation Department

August 2021-Present

Serve on the department Leadership Team, providing support of 150+ staff members and direct oversight of the performance of 7 Probation Supervisors that collectively supervise 50+ juvenile and adult supervision officers within the disciplines of sex offender, domestic violence, problem solving courts (veterans, mental health, substance recovery and economic crimes), intensive supervision, victim services, Interstate Compact, Pre-Sentence Investigations (PSI), Juvenile Assessment Summary Reports (JASR) and Community Corrections.

- Provide supervision to the Probation Supervisors, which includes coaching and mentoring supervisors, establishing operating procedures and assisting in administering probation programs.
- Assist in the operations of the Probation Department, including development and implementation of local and state policies, procedures and special programs.
- Participate in the recruitment, selection, motivation or discipline of employees; as well as provide orientation and ongoing training, mentoring, employee development, leadership and coaching.
- Lead and conduct highly independent project work as a key member on various committees and workgroups
- Assist supervisors with the most difficult or complex probation problems.
- Assist in the development and management of the department budget, purchasing and accounting functions, including the authorization of expenditures.
- Coordinate collaborative systems and partnerships with Juvenile Justice stakeholders including but not limited to the Judicial Bench, District Attorneys, Public Defenders, Department of Human Services, Colorado school districts, Division of Youth Services, Colorado Youth, Detention Continuum, and service providers.
- Coordinate the activities of the department and maintain effective working relationships with the State Court Administrator's Office, other units, law enforcement agencies, public and private social service agencies, and community resources.

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Probation Supervisor - 18th Judicial District Probation Department

November 2007- August 2021

Day to day oversight of the performance of up to 10 Probation Officers, supervising juvenile and adult supervision, sex offender, domestic violence and intensive supervision officers. In addition, supervised multiple disciplines including Victims Services, Interstate Compact, PSI Writers, Community Corrections, and Collections Investigator.

- Coordinate collaborative systems and partnerships with Juvenile Justice stakeholders including but not limited to the Judicial Bench, District Attorneys, Public Defenders, Department of Human Services, Colorado school districts, Division of Youth Services, Colorado Youth, Detention Continuum, and service providers.
- Assist with development and implementation of local and state policies and procedures.
- Department trainer on report writing, code of conduct, New Hire Orientation, Real Colors and Opportunities for Professional Development.

Probation Supervisor- 20th Judicial District Probation Department

May 2004- November 2007

Managed and supervised the day to day performance of up to 12 Probation/Parole Officers. Provided supervision to juvenile and adult supervision, intensive supervision, juvenile sex offender, female offender and the Parole Unit which included establishing operating procedures and assisting in administering probation programming.

- Assisted in the development and implementation of policies and procedures.
- Coordinated the activities of the Probation Department and maintained effective working relationships with the State Court Administrator's Office, department wide supervision units, law enforcement agencies, public and private social service agencies, and community resources.
- Developed and coordinated the Youth Opportunities Unlimited Program providing community-based substance abuse prevention, counseling, education and pro social activities.

Probation Officer I, II, III- 17th Judicial District Probation Department

February 1994- May 2004

Served as an officer of the court supervising juvenile and adult offenders sentenced to probation to ensure compliance with the courts orders and community safety.

- Investigated and wrote Pre- Sentence Investigation Reports
- Supervised regular and intensive supervision probationers to ensure compliance with court orders.
- Completed assessments, case plans, treatment/service referrals, court reports, warrants, complaints, summons and terminations.
- Revived and coordinated the Deputy Probation Officer Volunteer and Intern program.
- Responsible for recruitment, training and supervision of up to 25 DPO Unit interns and volunteers.

Additional Experience

Adjunct Professor | Westwood College and Argosy University| 2003 – 2018

Instructor, program and curriculum developer for college level courses including, Introduction to Criminal Justice I and II, Corrections I and II, Juvenile Justice, Organizational Politics in Criminal Justice, Sociological Perspective, Ethnicity & Gender, Criminology, Domestic Violence, Issues in Corrections, Communication for CJ Professionals, Communication Gender & Culture, English, Diversity and World Cultures, Women and Criminal Justice, Probation and Parole, Human Relations, Ethics and Social Justice, Critical Thinking, Criminal Court Systems, English, Skills for Success and Philosophy of Religion.

Counseling | Excelsior Youth Center and North Gate Counseling | 1993 – 2005

- Youth Counselor for female youth court ordered to placement in a therapeutic residential program.
- Conducted groups addressing sexual abuse, physical abuse, peer relations and emotional distress.
- Participants were adult and teen survivors and perpetrators of sexual abuse and incest.
- Managed the milieu and daily regimen of educational, vocational, independent living and life skills.
- Provided counsel to individuals, families, and groups. Provided 24-hour crisis intervention.
- Spoke to schools and community organizations about parenting and adolescent issues.
- Provided therapeutic intervention services to children, adolescents, and adults using individual, family, and group treatment modalities. Included were adult and teen survivors and perpetrators of sexual abuse and incest.

Education

Master of Arts in Education and Counseling | University of Phoenix, Aurora, CO | 2003

Bachelor of Arts in Sociology, Criminal Justice and Speech Communication | University of Northern Colorado, Greeley, CO | 1993

Trainings

Supervising and Coaching Evidence Based Practice
Quality Assurance and Evidence Based Practices Motivational Interviewing
ICOTS and Unity Interstate Compact
Good Lives Sex Offender Model and Approach
DVSI & SARA Domestic Violence Assessment Training
Strength Finders
The Pillars of Leadership Training
Effective Interviewing Skills for Sex Offenders and Domestic Violence Offenders
Metro and National Gang Trainings
Probation Orientation and New Employee Trainer
OJJDP Commercial Sexual Exploitation of Children Community Intervention Project Training
Franklin Covey Project Management Training
Real Colors Certified Trainer
Casey Foundation Reimagining Juvenile Justice Trainer
Cultural Excellence: Ideas and Discussions Training
Diversity University Training
Courageous Conversations Diversity Training
Strategies for Behavior Change Training
Judicial Executive Development Institute Graduate

Honors, Affiliations, Boards & Committees

American Probation and Parole Association
Association for the Treatment of Sexual Abusers
AMEND Domestic Violence Institute
National Association of Drug Court Professionals
Colorado Sex Offender Management Board Committee
17th JD and 18th JD Recognition and Morale Committee (Creator and Former Chair)
Colorado Probation Supervisors Association (Former Chair)
Boulder Preparatory High School Board of Directors (Former Chair)
Arapahoe County Minority Over Representation Committee (Former Co-Chair)
Colorado State Cultural Diversity Committee
Leadership Cherry Creek School District Committee
Cherry Creek School District Accountability Board
Senate Bill 94 Committee
18th Judicial Juvenile Sexual Offender Task Force Committee (Chair)
18th Judicial District High Risk Victims Committee
18th Judicial District Human Trafficking Task Force
18th Judicial District High Risk Juvenile Collaboration (Chair)
18th Judicial Juvenile Services Planning Committee
Arapahoe County Collaborative Management Program
18th Judicial District Community Review Board- Division of Youth Services (Chair)
Douglas County Collaborative Management Program Interagency Oversight Group (IOG)
Aurora Youth Violence Prevention Program Policy Steering Committee
Aurora Youth Violence Prevention Program Intervention Workgroup
Family First Juvenile Justice Workgroup
Colorado Division of Probation Services Juvenile Services Committee (Chair)
Juvenile Intensive Supervision Probation Metro Supervisors Meeting (Chair)
Board of Director for Colorado State Employee Credit Union
Disproportionate Minority Contact Cross Action Network
Underrepresentation of Minority Youth in Juvenile Diversion Advisory Committee
Alpha Kappa Alpha Sorority Inc. Mu Omega Omega Chapter Executive Board
2003 Probation Officer of the Year