

Professional Experience:

06/23/03-Present Case Manager, CRC Offender Supervision Program (OSP)

- Supervise offenders placed on (OSP).
- Intake, evaluation of offender needs, design; and implement treatment plans.
- Complete monthly reports, and discharge summaries.
- Ensure compliance with Court ordered treatment, furlough requirements, and referrals to community resources.
- Liaison with staff at treatment agencies regarding offender's attendance/compliance with court-ordered treatment programs.
- Attend revocation hearings before the Superior Court and the Alaska Board of Parole.

Department of Corrections, Division of Community Correction.

7/01/99-11/30/01 Assistant Director/Deputy Compact Administrator, Department of Corrections, Division of Community Corrections consists of one hundred fifty staff members, and allocation of a ten million dollar budget.

- Review budgets, policies and procedures, offender supervision, staff utilization, performance standards, implement programs, determines budget priorities, ensures fiscal accountability and maintain coordination between the Division's facilities and offices.
- Attend meetings and conferences with federal and state officials, members of the
 public and the media pertaining to policy matters, program operations, legislative
 proposal administrative reviews, and quality control. Provide assistance to the
 courts and Parole Board on probation policy, and community programs.
- Act as liaison between regional or district offices, local community governments, and organizations involved in enhancing overall adequacy of rehabilitation programs. Oversight of the specialized Victim Service Unit and sex offender programs. Liaison with local and statewide victim organization and members of the community to provide interpretations of policy and procedure.

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- Assign tasks, approve leave, and prepare performance evaluations. Supervise, review, and approve recommendations of a Farm Supervisor and three Chief Probation Officers (CPO) in Regional Offices. Northern Region (NRO, Southcentral Region (SCRO), and Southeast Region SERO), consisting of thirteen District Probation/Parole Offices, and Pt. Mackenzie Rehabilitation Farm.
- Conduct on-site internal investigation. Obtain statements and facts from those involved, analyze information, and take appropriate disciplinary action, if required.
- Audit, evaluate, and troubleshoot operation within the Division of Community Corrections.
- Ensure cooperation, appropriate use of staff, quality control, and effective implementation of policies, procedures, and programs for statewide consistency, which included oversight of Community Correction's transition to a new management information system.
- Establish special or pilot projects through Chief Probation Officers, and Farm Supervisor.
- Do assessments, planning, and case supervision by consultation and case reviews.
- Plan, develop, and implement programs, and coordinate with managers; and planners involved in statewide programs within correctional facilities.
- Determine statewide training needs, establish Probation Officer Academy curriculum, and ensure staff training requirements are met.
- Ensure staff compliance with the Interstate Compact.
- Monitor correspondence from Compact Officers in other states to enforce compliance with Interstate procedures.
- Communicate with Interstate Compact offices in other states to resolve issues regarding Interstate cases.

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10/15 /94- 06/20/99 Chief Probation Officer V, Southcentral Region.

Supervision of Southcentral Region consisting of (seventy-two staff) and five District Probation/Parole Offices: Anchorage, Dillingham, Kenai, Kodiak, and Palmer.

- Allocation /oversight of five million-dollar budget for Southcentral Region.
- Develop and implemented a budget projection procedure to track expenditures.
- Develop policies, and standards procedures relating to parole-probation supervision.
- Liaison with communities to establish partnerships with public/private agencies to ensure public protection, and rehabilitation of adult offenders.
- Implement pilot project such as Community Based Supervision.
- Training of Village Public Safety Officers (VPSO), to assist Probation/Parole Officers with supervision in rural areas.

4/15/-9l-10/14/94 Probation/Parole Officer III, Anchorage Probation/Parole Office. Supervise the Presentence, Field Supervision, and Clerical Unit consisting of eleven staff.

- Review and approve pre-sentence reports and other related legal correspondence.
- Ensure compliance with State statutes, Appellate Court decisions, Alaska Court Rules of evidence pertaining to search and seizure.
- Serve as a liaison with Superior court, District Attorneys, Public Defenders Office, Victims for Justice, and other agencies.
- Enforce compliance with standard Operating Procedure (SOP).
- Assist with developing the Probation/Parole Field Training Manual currently used to train new Probation/Parole Officers to become certified under Alaska Police Standard Council.

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06/23/80-4/15/91 Probation/Parole Officer, Anchorage Probation/Parole Office.

- Supervise a caseload of approximately 80 felony offenders. Intake, evaluation
 of offender needs, assessment and re-assessments, design; and implement treatment
 plans.
- Mediate conflict between victims and offenders, and referrals to community resources. Conduct individual and groups counseling sessions.
- Interface with staff at community and treatment agencies regarding offender's attendance/compliance with court-ordered treatment programs.
- Conduct pre-sentence investigations on felony offenders, and interview offenders, victims and complete pre-sentence reports, make recommendations to Superior Court judges, and parole board.
- Attend preliminary and final revocation hearings before the Alaska Board of Parole, cross-examine state and defense witnesses to substantiate allegations for parole violations.

Education:

Master of Arts - Adult and Continuing Education, 1989.

University of Alaska, Anchorage, AK

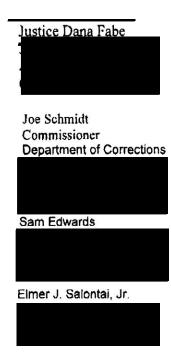
Bachelors of Arts Sociology- Psychology Minor, 1981.

Anchorage Community College, Anchorage, AK Associates of Arts in Sociology-concentration in Social Services, 1979.

Honors and Achievements:

- Member of Anchorage East Rotary
- Certificates of Achievement for Student & Teacher of the month presentations from Anchorage East Rotary.
- · Posted in Who's Who Among Rising Young Americans.
- Posted to the National Dean's List and Honor Roll.
- State of Alaska Distinguished Public Service Award.

References:



Additional references are available upon request.