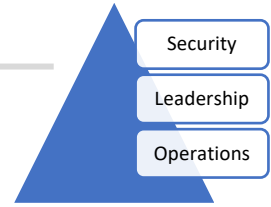


RESUME SAMPLE

Montville, NJ | 973.270.1777 | rebecca@rhresumes.com



LAW ENFORCEMENT PROFESSIONAL

SECURITY OPERATIONS | PROGRAM MANAGEMENT | CROSS-FUNCTIONAL COLLABORATION

High-performing, decisive, and forward-thinking leader of people and processes with 20 years of proven experience handling complex investigations, large-scale projects, and sensitive personnel matters for the City of Montville. Well-suited to lead and develop teams in private sector security upon pending retirement in 2019.

Conflict Resolution – Training & Team Building – Documentation – Project Management – Presentations – Multitasking
Managing Investigations – Interviews & Interrogations – Audits & Controls – Process Improvement – Implementations

LAW ENFORCEMENT CAREER HISTORY

CITY OF MONTVILLE POLICE DEPARTMENT, Montville, NJ

1999 – Present

Progressively senior-level roles managing staff, budget, operations, and strategic initiatives for metro police department serving citizens and business owners in New Jersey's 4th largest city.

Concurrently handle multiple assignments as trusted right hand to Commander

DETECTIVE SERGEANT, MAJOR CASE SQUAD (2013 – Present)

Lead, mentor, and develop squad with 9 detectives managing investigations into high-profile cases. Orchestrate collaboration with other municipalities and/or state agencies to drive progress of investigations into crimes beyond scope of regular police investigations.

- ⇒ **Drafted, implemented, and enforce policies and procedures** in line with departmental guidelines and best practices for investigations.
- ⇒ **Devised and delivered training programs** for supervisory staff and subordinates.
- ⇒ **Charged with management of expenses, staffing, and department administration**, ensuring alignment with budget guidelines, collective bargaining agreements, and department regulations.

DETECTIVE SERGEANT, FIRE INVESTIGATION UNIT (2014 – Present)

Oversee upwards of 50 fire investigations annually, leading team of 10 detectives to implement and manage investigations. Partner with city officials that include building department administrators, the District Attorney's office, and other county/state offices.

- ⇒ **Directed complex arson cases as lead investigator** working with stakeholders from private insurers.
- ⇒ **Built and nurtured strong relationships** with Westchester County District Attorney and other county/state offices for ongoing investigations.
- ⇒ **Recognized as internal subject matter expert** on fire investigations and frequently tapped to train, advise, and educate law enforcement and interdepartmental personnel on best practices.

DETECTIVE SERGEANT, INFORMATION & TECHNOLOGY UNIT (2012 – Present)

Appointed head of internal technology unit that partners with 3rd-party vendors, internal procurement, and end users to select, implement, customize, and institutionalize new systems and technology for records management, communication, case management, and personnel administration.

- ⇒ **Designed, developed, and implemented** case management system to replace legacy platform.
- ⇒ **Authored user manuals and troubleshooting guides** for various department systems, each customized to needs and privacy restrictions of different divisions.
- ⇒ **Institutionalized process and training program** for end-to-end reporting and data management, which was utilized to fully train 600 staff members citywide.

CITY OF MONTVILLE POLICE DEPARTMENT, Montville, NJ*...Continued***DETECTIVE SERGEANT, INTERNAL AFFAIRS** (2010 – 2013)

Promoted to oversee investigations involving department personnel. Managed complex, confidential investigations requiring high degree of discretion and diplomacy. Played key role in several initiatives to improve proactive identification and remediation of department security.

- ⇒ **Addressed and investigated complaints** from citizens and employees resulting in terminations, arrests, and corrective action.
- ⇒ **Managed full scope investigations**; prepared councilmembers for trials and settlement proceedings; and made recommendations for complaint resolution to the Commissioner.
- ⇒ **Drove sharp decrease excessive force complaints**, leading charge to create/implement system that tracks complaints, absenteeism, and other red flags to initiate early intervention and resolution.

PATROL SERGEANT, PATROL DIVISION (2007 – 2010)

Supervised, trained, and developed squad of 30-40 officers, guiding professional growth by cultivating interests and expertise of each staff member through training and/or special assignments. Administered performance management processes, including reviews and promotions, and adjusted staffing levels as needed.

PATROL OFFICER (1999 – 2007)

Responded to calls for service throughout the City of Montville. Investigated crimes and complaints; interviewed witnesses; testified in civil/criminal court; and prepared timely, accurate reports and documentation. Tapped for special patrol assignment as part of downtown task force/community policing initiative.

EDUCATION & TRAINING

Morris County Department of Public Safety, Montville, NJ: Patrol Bicycle School • Police Supervisor School • Incident Command School • Criminal Investigator School • Instructor Development School

Morristown Police Department Detective Division, Morristown, NJ: Auto Theft School • Dignitary Protection School • Special Victims Investigation School • Homicide Investigation School

Federal Bureau of Investigations: LEEDA Internal Affairs • Tolerance & Sensitivity

New Jersey Bureau of Tobacco, Firearms, & Explosives: Fire/Arson Investigations – New Jersey Fire Academy Certified • Fire Dynamics & Ventilation • Electrical Aspects of Fire Investigations

HIDTA: Eyes for Lies – Deception Detection & Human Emotions • Clandestine Drug Labs

Public Agency Training Council: Internal Affairs Seminar

IAPRO: Case Management & Early Intervention

COMMUNITY & VOLUNTEER AFFILIATIONS

Cofounder: Lieutenant Rebecca Henninger Scholarship Golf Outing 2009 – Present

Volunteer/Event Organizer: American Cancer Society/Relay for Life 2007 – 2015

Volunteer Coach: Montville Little League & Montville High School Sports 2007 – Present