

Career Goal: To provide quality victim services to the citizens of Brighton and Commerce City in accordance with the state Victim's Rights Amendment while supporting Brighton and Commerce City Police Departments employees in meeting or exceeding their goals.

Employment

2/11 to Present **Victim Services Coordinator, Cities of Brighton and Commerce City, Brighton, Colorado**

- ★ Responsible for all facets of the unit
- ★ Supervise all VSU staff
- ★ Develop and implement policies and procedures for Victim Services Unit
- ★ Write and report grants to fund Victim Services Advocate and Investigators positions, equipment and outreach grants
- ★ Develop client satisfaction surveys to improve services
- ★ Develop data base tracking, client contacts, and services
- ★ Train all police department staff on trauma reactions, grieving process and Victims Rights Amendment requirements
- ★ Provide direct services to clients at the hospital and scene of crime or personal tragedy
- ★ Act as a liaison between the client, the criminal justice system, medical personnel and community resources
- ★ Participate in community boards to develop county wide policies and protocols insuring seamless services for clients
- ★ Provide monthly training and daily supervision and coaching to all staff
- ★ Program Administer for "You Have Options Program for both Brighton and Commerce City Police Department
- ★ Supervise the 17th JD Sexual Assault Response Team Coordinator
- ★ Project Director for BJA/SPI grant for CCPD/BPD Sexual Assault Task Force

6/07 to 2/11 **Victim Services Coordinator, City of Federal Heights Police Department, Federal Heights, Colorado**

- ★ Responsible for all facets of the unit
- ★ Develop and implement policies and procedures for Victim Services Unit
- ★ Write yearly grant and quarterly reports to fund 1 full time Victim Services position
- ★ Conduct client satisfaction surveys to improve services
- ★ Developed data base tracking, client contacts, and services
- ★ Train all police department staff on trauma reactions, grieving process and Victims Rights Amendment requirements
- ★ Provide weekly reports to Department Heads and City Council
- ★ Provide direct services to clients at the hospital and scene of crime or personal tragedy

- * Act as a liaison between the client, the criminal justice system, medical personnel and community resources
- * Participate in community boards to develop county wide policies and protocols insuring seamless services for clients
- * Plan and coordinate observance of National Victim Rights Week ceremony
- * Provide monthly training and daily supervision and coaching to paid and volunteer staff

12/05-4/07 **Deputy Director of Victim Witness Unit, 17th Judicial District Attorney's Office, Brighton, Colorado**

- * Provided supervision of unit volunteer, on-site court operations
- * Program development, implementation and evaluation
- * Liaison between the victim and the prosecuting DA

1/05- 10/05 **Director of Victim Services, Jeffco Children's Alliance, Lakewood, Colorado**

- * Provided direct services to children and their families
- * Coordinated services, court support, resources and therapist referrals
- * Coordinated and facilitated the Jeffco Children's Alliance monthly Case Review
- * Provided quarterly reports outlining services provided to clients
- * Participated in the planning committee of the annual "Hero's" Party

8/04 – 12/10 **Training Consultant, Self-Employed, Arvada, Colorado**

- * Develop training curriculum on grief and loss, trauma and crisis intervention
- * Design, conduct and market training nationally and internationally
- * Provide services to victims of natural disasters and crime
- * Assist groups in developing community crisis response teams
- * Assist in the development, screening and training of potential volunteers to create more effective community crisis response teams.
- * Collaborate with agencies to devise comprehensive plans to implement the use of volunteers to provide services

10/02 – 8/04 **Training Project Specialist, National Organization for Victim Assistance, Washington DC**

- * Responsible for all aspects of the National Certification of Crisis Responders
- * Developed training outlines, certification test and continuing education requirements
- * Provided Basic and Advanced Community Crisis Response Team training both nationally and internationally
- * Designed and organized National Victims Rights Week Forum in Washington D.C.
- * Provided technical support and program development information for requesting service providers

7/94 – 10/02

Victim Advocate, Thornton / Northglenn Victim Services, Thornton, Colorado

- ★ Provided crisis intervention, trauma support, referrals and information to victims of crime and personal tragedy
- ★ Provided short and long term follow-up for victims and survivors
- ★ Assisted victims in applying for community resources
- ★ Helped clients understand the Victims Right Amendment and the criminal justice process
- ★ Promoted awareness of domestic violence and sexual assault issues in the community
- ★ Provided new recruit academy training and in-service training to police department officers and personnel on trauma reaction, grief and loss
- ★ Represented Thornton/Northglenn Police Departments as a member on various community task forces and department boards
- ★ Assisted in interviewing potential volunteers for victim services unit
- ★ Developed case management system for tracking services; assisted with the compiling of statistical information for grant purposes
- ★ Provided monthly reports detailing monthly activities and client contacts for grant reporting requirements
- ★ Assisted in founding the Adams County Child Advocacy Center

Education

Metropolitan State College of Denver, Denver, Colorado

Major Criminal Justice; Minor: Legal Studies. Graduated: May 1993.

Awards

Sean May Award, 2019

Brighton Police Department Employee of the Year 2017

Colorado Coalition Against Sexual Assault 2016 Innovative Practices Award

Brighton Police Department Meritorious Service Award, 2014

Sean May Award, 2014

City of Federal Heights Police Department Unit Citation, 2010

City of Federal Heights Police Department Commendable Service Award, 2010

Adams County VALE Boards Special Recognition for Contribution and Leadership Award, 2002

Adams County VALE Boards Special Recognition for Outstanding Team Service Award, 2002

Adams County Victim Service Provider of the Year, 1999

Thornton Police Department Unit Citation Award 1999

Northglenn Police Department Unit Citation Award 1996

Thornton Police Department Unit Citation Award, 1995

References

Provided upon request

