

# JOHN DOE

Address  
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## OBJECTIVE

Career Advancement to rank of Police Officer with the City of (City) Police Department, which will utilize my extensive experience in police operations, strategic operations, strategic planning, narcotic investigation, and commitment to excellence.

## PROFILE

- Effective Law Enforcement Professional with *proven innovative organizational expertise*, exceptional follow-through abilities and excellent management skills. Able to oversee projects from concept to successful implementation.
- Extensive experience in supervision, planning and coordination of Department activities and operations.
- Demonstrated ability to fully *utilize resources for maximum effect*.
- *Pro-active Strategist*, able to effectively meet the needs of community while *maintaining highest levels of morale*.
- Excellent communication and interpersonal skills; reputation as an effective interviewer.
- Consistently rated Above or *Well Above Standards* on evaluations by superiors.
- Proven Leadership and Management skills with record of accomplishment.
- Highly productive in promoting a positive results-oriented team towards higher achievements.
- Impeccable reputation within the community for credibility, professionalism, and dependability.
- Effective team member who is comfortable with leading or collaborating.

## QUALIFICATIONS

- Over twelve years experience with the City of NAME Police Department.
- More than five years in narcotic investigation with *command experience* at rank of Narcotics Detective.
- Instructor at several community locations providing training presentations relating to drugs, their description and use to several community locations. Commended for efforts to reduce drug abuse.
- Served as On-Call Deputy Sheriff for the Sacramento Court House for 18 months. Completed Reserve Patrol Training.
- Extensive specialized training in all aspects of investigation including fire cause, homicide, robbery, traffic-related, and family issues.
- Broad-based experience in areas including: Managerial and Leadership Training, Method of Instruction Training, Interviewing and Interrogation, Verbal and Non-Verbal Body Language, and Resource Development Utilization.
- Certificates Awarded: basic, intermediate, and advanced P.O.S.T.

## PROFESSIONAL EXPERIENCE

NAME OF POLICE DEPARTMENT, City, CA

1990 - Present

### Narcotics Investigator (1997 – Present)

- Transferred to the (city) County Sheriff's Narcotics Division as a Narcotics Detective for CAL-MET, California Multi-Jurisdictional Methamphetamine Enforcement Team, October 2001.
- Investigated and enforced laws regarding sales and possession of Methamphetamine within the city and County of Sacramento.
- Tasked with detention, suppression, and investigation of illegal narcotics activity and clandestine laboratories, and have made no less than 500 arrests for violations of California drug laws. Qualified and tested as an expert regarding Methamphetamine/marijuana possession, possession for Sale on 15 occasions in Superior Court of California County of Sacramento and San Joaquin County. Also qualified in the manufacturing of Methamphetamine in Sacramento Superior Court.

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- Organized and was lead Investigator in an Undercover School Drug Sting in 1999 with over 43 arrestee's.
- Managed investigative projects as STEP Officer independently, analyzed problems; exhausted all leads.
- Perform parole and probation searches, readily accepting other cases including property crimes and crimes against personas, and assist other detectives with their cases.
- Follow-up on investigations, prepare search warrants, and evidence collection.
- Conducted several classes on narcotic investigations and drug awareness to department members and civic organizations.
- Serve as the Narcotic Expert Witness in (Name of County) County and (name of) Superior courts.
- 11550 H&S Instructor for SSD Training and Reserve Forces.
- Wrote all Property and Narcotics Search Warrants for the CITY Police Department.

## **S.W.A.T. Team Member** (1995-Present) (City) Police Department

### **Alternate S.W.A.T. Team Member** (1992 – 1995) (City) Police Department

- Responsible for immediate development of hostage negotiations in crisis situations with the main focus on safety for the officers and citizens.
- In-charge of responding to critical incidences, shooting, fatalities and support
- Frequently took charge of crime scenes, assigned detectives and patrol personnel to perform specific duties, and interviewed key witnesses.

## **Police Officer Patrol** (1990-1997)

- Identified, analyzed and effectively handled community issues and problems.
- Prepared detailed investigative reports, resulting in criminal prosecution and conviction.

## **SPECIALIZED TRAINING**

- Completed extensive coursework at the Robert Presley Institute of Criminal Investigation (ICI) in the specialized area of narcotics.
- Attended lectures, seminars in excess of 1000 hours involving the investigations of narcotics, dangerous drugs, and controlled substances including but not limited to seventy six hours of training in the detective, investigation, and clandestine operations of subjects involved in the violation of California drug laws; training and seminars detailing the synthesis and manufacture of Methamphetamines.

## **AFFILIATIONS**

### **Member of the California Narcotics Officers Association**

- Receive monthly updates related to the manufacture, transportation, packaging, and use of illegal drugs/narcotics.

## **AWARDS & RECOGNITION**

- Recipient of numerous letters of commendation for actions taken above and beyond the call of duty.
- MADD (Mothers Against Drunk Driving) - Officer of the Year Award, 1994, 1995

## **MILITARY**

United States Army, Honorable Discharge, August 1989

The United States Army Lapel Button awarded June 1986

Overseas Ribbon, May 1994 – June 1995

Department of the Army awarded the Army Achievement Medal, October 1984

U.S. Army Field Artillery School Graduate, February 1984

U.S. Army Field Artillery School Graduate MLRL Lance Operations / Fire Direction Assistant Course, December 1983

Department of the Army Certificate of Achievement, October 1983



**SPECIALIZED TRAINING / CERTIFICATIONS**

- California Narcotic Officers' Association Certificate of Attendance for Annual Training Conference, 2001

(Make list of Additional)