

FIRST LAST

Investigator

first.last@email.com

www.linkedin.com/in/profilename

SUMMARY

I have 13 years in law enforcement, with the last 9 years in major investigations, including managing teams in large-scale multiple homicide investigations for the past 4 years. I have considerable experience in interviewing and interrogation, and I have frequently handled politically sensitive and internal investigations including corruption, internal theft, and the unlawful dissemination of confidential information to unauthorized parties.

I am qualified as an expert witness in fraud and financial crimes, and have extensive experience testifying in criminal trials and civil proceedings. I hold a current Certified Fraud Examiner (CFE) credential and I am a member in good standing of the Association of Certified Fraud Examiners.

I am also certified as a Subject Matter Expert in the use of the ZetX toolset to solve crimes using mobile device technology and Google data.

PROFESSIONAL EXPERIENCE

Detective - Major Crimes / Fraud Investigations

Local Police Department / Anywhere, US / January 2009 - Present

Conducts major criminal investigations and supervises teams as Lead Investigator at crime scenes through planning, managing available manpower resources, and assigning work duties and tasks on a priority basis. Utilizes outside agencies, interns, and volunteer resources for investigations as needed. Coordinates and supervises the identification, collection, and custody of property and evidence at crime scenes. Interviews suspects, victims and witnesses both in the field and in a formal environment. Creates investigatory plans for efficient and successful resolution of assigned cases.

Evaluates of civil and criminal cases for solvability and investigation. Prepares subpoena and search warrant documents in cooperation with prosecutors. Prepares clear and concise reports and provides expert testimony at trials. Establishes and maintains working relationships with the City and County Attorney's Offices for prosecution from pre-trial preparation to verdict. Qualified as an Expert Witness in the area of fraud and financial crime and mobile device geolocation tracking. Experienced with digital forensics and Cellebrite reports.

Assembles and disseminates criminal justice information and intelligence, including crime trends, wanted subjects, and officer safety concerns to other divisions and agencies. Evaluates police reports prepared by desk personnel or by patrol officers during initial investigations for completeness and accuracy, and develops efficient strategies for follow-up for successful investigation and prosecution.

Founding member of the local chapter of the High-Tech Crime Investigation Association, a state-wide organization which improves the educated investigation of complex computer crimes. Spearheaded the Department's membership in the National White Collar Crime Center, setting the standard for police response to fraud and white collar crime. Created the Department's Fraud Review process, currently used to identify trends, proactively educate the public, and respond to trends in fraud. Attends meetings of the Adult Protective Services Team and collaborates with other professionals to resolve community issues with Elder Abuse. Author of a proposed Bad Checks intake process designed to reduce patrol officer workload and streamline the referral of complex financial crimes.

Advises and mentors patrol officers in their investigations by providing both solicited and unsolicited constructive critique. Transfers detective skills to patrol officers to enhance initial investigations. Provides feedback to patrol supervisors concerning training needs and promotion of their team members. Trains new investigators, including monitoring their cases and performance and providing feedback to supervisors.

Assists Public Information Officer with preparation of media releases for assigned investigations, and keeps supervisors apprised of all pertinent investigatory developments. Resolves sensitive confidential investigations involving City of Anywhere/Anywhere County employees or political personages. Coordinates and interacts with criminal justice employees of other jurisdictions and agencies, including Adult Protective Services, Child Protection Services, Probation & Parole Officers, State Department of Criminal Investigation, FBI, and the courts. Has performed undercover work with the Internet Crimes Against Children Task Force.

Maintains awareness of current United States and State criminal case law and interprets complex statutes, ordinances, regulations, standards, and guidelines, as well as department policies, goals, and procedures. As a former Steward for the Collective Bargaining Unit, maintains awareness of labor law.

Patrol Officer

Same Local Police Department / Anywhere, US / August 2006 - December 2009

Responded to calls for service for criminal activity, domestic disputes, public disorder. Monitored police patrol activity on the street. Conducted initial investigations, gathered evidence, and took statements. Responsible for follow-up of both criminal and civil issues. Maintained familiarization with locations in Anywhere and the surrounding area. Patrolled assigned areas for the prevention of crimes and the enforcement of traffic laws and local ordinances, including DUIs. Apprehended, arrested, and transported persons involved in criminal activity with regard for human rights, security and the health and safety of individuals detained, members of the public, colleagues and self. Had frequent activity dealings with DUI suspects, intoxicated persons, and persons with mental disabilities. Used conflict resolution skills such as Non-Violent Communication to gain voluntary compliance and minimize use of force applications. Trained in the proper use of all weapons assigned by the Department.

Represented the Department in enhancing community relations through committees involving the YWCA, the National Coalition Building Institute (Equity Team), and news media. Worked as a competent team member, including wider cooperation with other special teams and other agencies. Performed special duty assignments as-needed, such as bait car surveillance performed with the Street Crimes Unit for the purpose of catching and deterring thefts from motor vehicles, and experience with the Civil Disturbance Unit. Created and maintained training for patrol officers on firearms laws.

Assisted with policy development for in-car digital video systems, and provided training to officers on those systems. Cooperated with City Information Technology Staff to assist in upgrades and maintenance to in-car Mobile Data Terminals. Calibrated and maintained logs for Portable Breath Tests as a Senior Operator.

Paralegal

\$300 Million Revenue Law Firm / Anywhere, US / July 2004 – August 2006

Managed the administrative process of issuance of public finance bonds for State municipalities, counties, school districts, water and sewer districts, and the State of State from start to finish. Prepared correspondence, time schedules, city ordinances, resolutions, closing documents, documents for state and federal filing, transcripts of proceedings documenting life span of the bond issuance process, and billing. Heavy contact with clients, acting as liaison to public officials, financial advisers, and underwriters during the issuance of bonds. Prepared original and amended state legislation and tracked progress of bills in the State Legislature. High degree of familiarity with legal resources.

Human Resources/Finance Analyst

Major Cell Phone Company / Anywhere, US / October 2001 – March 2004

Increased the operating efficiency of reporting by more than 200% by serving as project lead on the development of a database solution which delivered up-to-the-minute employee data upon demand. Created human resource statistics reports in monthly, quarterly, and yearly formats, enabling a better understanding of how turnover and workforce makeup affected company performance and budget goals. Managed a project to create an extensive set of expense policy violation audit tools for executives. This toolset was fully developed, tested, and launched ahead of schedule and in time to serve as a gap measure during a systems upgrade, and potentially helped executives identify and recover millions in policy exception expenditures.

Managed one employee, as well as directing several cross-departmental teams during short-term projects. Created process flows, as well as a database to log all report requests and turnaround times, which sped up the process and allowed better analysis of departmental needs. Produced government-required reports, including Equal Employment Opportunity (EEO), Affirmative Action Planning (AAP), and Department of Labor reporting.

Consultant

Dot-Com Boom Startup / Anywhere, US / June 2000 – October 2001

Designed database and software conversion systems for individual clients, increasing productivity by 30% for one client involved in business litigation. Implemented process improvement procedures, saving one client \$10,000 a year in consulting fees. Trained employees on database usage and created reports to monitor employee performance for management, resulting in a savings of \$25,000 per year in training and reporting fees.

Data Center Manager

Dot-Com Boom Tech Recruiting Firm / Anywhere, US / January 1998 - June 2000

Saved 75% on administrative overhead by creating a centralized national data center with a resume database management system for Netplex. The project involved transitioning the company from a manual paper-based document receipt and editing system to an automated, paperless system, which I created and developed on my own initiative. Upon successful completion of project, received a promotion to manager of the national data center. Managed five employees, overseeing their hiring, training, performance, and evaluation, as well as assigning their duties.

EDUCATION AND AWARDS

B.S., Industry Animal Science, 2002 (North Carolina State University, Raleigh, NC)

Law Enforcement Officer Basic, 2006

POST Basic Certificate, 2006

POST Intermediate Certificate, 2011

Primary Instructor Certificate, 2011

POST Advanced Certificate, 2015

MLEA Certificate of Appreciation

MLEA Don Williams Class Representative Award

Anywhere Family Violence Council Peace Officer of the Year, 2009

Medal: Meritorious Achievement, 2016

Medal: Officer of the Year, 2017

Certified Fraud Examiner, 2018

ZetX Subject Matter Expert, 2019

SPECIALIZED TRAINING

- Interview & Interrogation Training:
 - *Wicklander-Zulawski Criminal Interview & Interrogation Techniques*, 2009
 - *Advanced Interview & Interrogation*, 2010
 - *Advanced Wicklander-Zulawski Criminal Interview & Interrogation Techniques*, 2014
 - *Forensic Experiential Trauma Interviews (FETI)*, 2014

- National White Collar Crime Center
 - *Financial Records Examination and Analysis*, 2010
 - *Introduction to Money Laundering*, 2010
 - *Introduction to Conspiracy Investigations*, 2010
 - *Financial Investigations Practical Skills*, 2016
 - *Advanced Financial Investigations Practical Skills*, 2017

- *Forensic Handwriting & Document Analysis*, 2011

- *Rights of Police Officers*, 2012

- *H&R Block Income Tax Course*

- *Certified Fraud Examiner*

- *Criminal Investigation Using Cellular Technology*
 - *Basic*, 2017
 - *Advanced*, 2018
 - *Subject Matter Expert*, 2019

- *Firearms Instructor*, 2013

SOFTWARE EXPERIENCE

- Microsoft Excel (advanced proficiency)
- Microsoft Access
- Microsoft Powerpoint
- Peoplesoft
- Crystal Reports
- Zetx Trax