

WORK EXPERIENCE**1998-Present- UNDERSHERIFF- OFFICE OF THE SHERIFF- NEW YORK, NY**

The undersheriff under general direction, with much latitude for independent or unreviewed action or decision, perform work of a difficult and responsible nature in managing the operations of the five county divisions, or other equivalent assignments, for the Office of the Sheriff in order to approve new processes as to legal sufficiency and enforce court orders in accordance with the law. Undersheriffs review legal documents for such things as legal sufficiency and filing fees, and take appropriate action; review or approve documents related to the collection of money, search and seizure of persons or property, and the apprehension of persons pursuant to warrant or order; complete or maintain records, documents, forms and reports; prepare written correspondence, such as letters to lawyers, bank personnel and government agencies; review documents, such as memos, arrest reports and summary of summonses issued, written or completed by staff members; review and approve payroll and time and leave; direct or approve the seizure, delivery, transfer, sale or release of all property and monies; direct the receipt, deposit and/or disbursement of fees, poundage and other monies, examine and approve related documents, such as financial reports and bank statements; coordinate intra- and inter-agency operations; observe and analyze operations; oversee the investigation of companies or individuals for the purpose of executing a legal process; oversee the investigation of unusual incidents; respond to situations that involve community concerns; direct or oversee arrests and related procedures; train personnel; evaluate subordinates' performance; evaluate performance of private companies, such as a towing company, used during an operation; take disciplinary action when appropriate; assign and/or schedule work; assign or change tours; delegate assignments to personnel; direct office activities and activities of support staff; inspect personnel for such things as required uniforms and equipment; respond to questions or inquiries from subordinates, lawyers, the public and government agencies; participate in meetings with the City Sheriff, Community Board members, community leaders, private companies, and others to discuss such matters as policy and procedure and local operations; confer with people such as the Sheriff's Counsel to analyze potential or actual legal issues; address personnel at roll call; and perform related work. Undersheriffs may be assigned as chief deputy to the City Sheriff or equivalent assignments in the Office of the Sheriff.

**1998-Present- LIEUTENANT DEPUTY SHERIFF- OFFICE OF THE SHERIFF-COMMANDING OFFICER, BRONX, NY**

Under general direction with much latitude for independent or unreviewed action or decision, a lieutenant deputy sheriff performs work of a difficult and responsible nature and is in responsible charge of and is the commanding officer of a division of the Office of the Sheriff, or serves as the executive officer in a large unit; acts for and in the name of the City Sheriff in carrying out duties as prescribed by the laws of the State of New York, performs related work. Supervises the execution of warrants, orders and mandates issuing from local or State Courts of competent jurisdiction or occasionally from courts of other states, the Federal Government or foreign countries. Assigns sergeants and deputy sheriffs' judicial process to enforce. Conducts periodic reviews of sergeant and deputy sheriff case files. Supervises the execution of process involving the seizure of money and property pursuant to writs, warrants and other valid court orders. Advises deputy sheriff on property exempt from seizure. Authorizes certain seizure of property where breaking and entering may occur. Supervises the actual giving of possession of real property under writs of assistance and warrants of eviction. Reviews and supervises all aspects of Sheriff's sales. Monitors real property executions and the steps leading to the sale of real property. Reviews priority of judicial processes, such as executions, seizures, evictions, arrests and service of process. Reviews immunity to service and arrest. Supervises the apprehension of persons pursuant to orders and warrants of arrest. Supervises the escort of prisoners to correctional facilities, medical facilities, and to and from court. Supervises deputy sheriffs in the apprehension of emotionally disturbed persons. Commands deputy sheriff apprehension teams. Responds to unusual occurrences during arrest. Responds to unusual incidents in the field. Investigates all use of force incidents, injuries, loss of agency equipment and escape of prisoner incidents. Responds to inquiries and complaints from the general public. Maintains and monitors records of activities. Reviews memo, logbooks case cards, sign out sheets, employee time records, monies collected, property seized, and regular weekly and monthly deputy sheriff reports. Coordinates with law enforcement agencies, the court system, and other city, state and federal agencies in the execution of process and patrol functions.

**1995- 1998 - SERGEANT DEPUTY SHERIFF - OFFICE OF THE SHERIFF- WARRANT SQUAD, QUEENS, NY.**

Under supervision with some latitude for independent or unreviewed action or decision, a sergeant deputy sheriff performs work of varying degrees of difficulty and responsibility as a law enforcement officer, acting for and in the name of the City Sheriff in carrying out duties as prescribed by the laws of the State of New York. A sergeant deputy sheriff engages in the basic field supervision of deputy sheriffs. In addition a sergeant also performs the duties of the deputy sheriff of a more difficult nature.

**1988-1995- DEPUTY SHERIFF - OFFICE OF THE SHERIFF, NEW YORK, NY.**

Under supervision with some latitude for independent or unreviewed action or decision, performed work of varying degrees of difficulty and responsibility as a law enforcement officer, acting for and in the name of the City Sheriff in carrying out duties as prescribed by the laws of the State of New York. Executes warrants, orders and mandates issuing from local or State Courts of competent jurisdiction or occasionally from courts of other states, the Federal Government or foreign countries. Executes judicial process involving the seizure of money and property pursuant to writs, warrants and other valid court orders, and is responsible for the safeguarding and sale of property seized. Conducts sales of property. Maintains records of weekly and monthly disbursements of money seized. Apprehends persons pursuant to arrests with or without a warrant, transports prisoners to correctional facilities, medical facilities, and to and from court, assuming responsibility for their care and custody, and guarding against possible escape. Makes service of processes, such as summonses and complaints, subpoenas, citations, petitions, orders and other papers.

**1987-1988- INDICES CLERK - FEDERAL BUREAU OF INVESTIGATION, NEW YORK, NY.**

Conducted preliminary research for special agents for criminal investigations and background investigations for federal employment and federal judiciary appointments. Held a security clearance of "secret".

EDUCATION

<u>1983-1987</u> Fordham Preparatory High School	Bronx, NY.	Regents HS Diploma
<u>1987-1993</u> Queens College	Queens NY.	Bachelor of Arts

CERTIFICATIONS

NYS Peace Officer Certification & Long Firearms Course  
 NYC Police Department's Semiautomatic Pistol Training Course  
 NYS Sheriff's Association Civil School