

## SUMMARY

Dedicated and accomplished criminal investigator and senior manager with 30 years of law enforcement experience and a proven and highly respected reputation for leadership and technical credibility. Compassionate leader who mentors and motivates others while providing an engaging and progressive work environment. Diverse portfolio that includes criminal and counterintelligence investigations/operations, force protection, program management, kinetic and insider threat, major case and crisis management, policy development, and cultural change. Experience with the media and testifying in front of congressional panels. Knowledge in identifying fiscal efficiencies through the improvement of business processes. Extensive collaborative background with state, local, and federal law enforcement partners with investigations, development of proactive operations, joint training exercises, and security and safety planning for large scale public events. Presenter and subject matter expertise in sexual assault investigations, biases, and the neurobiology of trauma. Trainer/consultant for End Violence Against Women International's Cadre of Experts.

## PROFESSIONAL EXPERIENCE

### Old Dominion University Police Department

**Clery Compliance Coordinator/Crime Analyst, Norfolk, VA: 10/19 - Present**

- Develops, implements, and maintains required polices, programs and other activities relating to the Clery Act.
- Reviews daily incidents reports for crime trends and compliance.
- Compiles crime and disciplinary referral data from various internal and external sources.
- Trains University Campus Security Authorities on the requirement of reporting Clery Crimes.
- Prepares annual crime statistics confirming proper classification of crime incident reports for submission to the Department of Education.
- Trains and monitor key institutional constituents in an effort to maintain accurate records regarding security awareness and crime prevention programs.
- Manages the institution's Timely Warning Report and Emergency Notification program to ensure compliance with the Clery Act.
- Prepares and publishes the Annual Security and Fire Safety Report.

### Naval Criminal Investigative Service

**Senior Representative to US Fleet Forces Command, Norfolk, VA: 06/2017 – 09/2019**

- Personal security advisor to Adm. Christopher Grady, United States Navy, Commander, U. S. Fleet Forces Command (USFF).
- Established and maintained productive relationships with civilian and military personnel assigned to USFF, Department of Defense agencies, and other federal and local law enforcement organizations.
- Coordinated with appropriate NCIS field offices to keep USFF Commander informed on emerging threats (Intelligence, Terrorism, and Criminal) and NCIS investigations that may glean USN/NCIS leadership interest.
- Identified gaps of NCIS support to USFF and coordinated with NCIS Headquarters to properly align NCIS resources.

- Provided criminal and force protection briefings to USFF Commander, as well as Commanders for the US Navy's air, ship, and submarine fleets in support of Navy missions.
- Conducted Counterintelligence Coordination Authority (CICA) and Anti-Terrorism/Force Protection duties for Naval North Command (all of the United States).
- Member of the Hampton Roads Chiefs of Police Association.

**Special Agent in Charge/Norfolk Field Office, Norfolk, VA: 11/2016 – 06/2017**

- Executed the criminal, combatting terrorism, and counterintelligence missions and maintained oversight of over 500 field office criminal and counterintelligence investigations to ensure investigative requirements and excellence.
- Developed and led an aligned, diverse, and high-performing team in line with the NCIS strategy and compliant with applicable laws, regulations, and policies.
- Conducted periodic site visits of other office disciplines (counterintelligence, special operations, and procurement fraud) and subordinate offices (Oceana, Little Creek, Yorktown, Richmond, Blacksburg) to evaluate investigative compliance and to ensure effective supervisory oversight on all investigations in compliance with NCIS Inspector General requirements (professional standards equivalent).
- Supervised NCIS participation in Heroes Challenge; an inter-agency exercise involving a terrorist/active shooter scenario at Busch Gardens.
- Developed and led a Special Operations Unit (SOU) focused on drug and online child exploitation investigations.
- Provided NCIS responses to media inquiries pertaining to NCIS Norfolk investigations/operations.
- Maintained productive work relationships with USN/USMC commands and other DOD, federal, and local law enforcement organizations.
- Member of the Hampton Roads Chiefs of Police Association.
- Supervised almost 100 personnel to include 4 mid-level supervisors, 9 first level supervisors, 4 mid-level supervisors, 65 special agents, 5 investigators, and various analysts, and administrative support staff.

**Assistant Special Agent in Charge for Criminal Investigations and Operations/Norfolk Field Office, Norfolk, VA: 06/2015 - 11/2016**

- Executed the criminal investigative mission and maintained oversight of about 300 field office criminal investigations to ensure investigative compliance and excellence.
- Updated the Norfolk Field Office crisis action plan (response to active shooter, bomb threat, etc.).
- Supervised the safety and security planning with Naval Security, NCIS, VB Fire and Rescue, and VBPD for the Naval Air Station Oceana Air Show which brings in over 250,000 patrons every year.
- Supervised a mass casualty exercise/training which was led by NCIS but included law enforcement and forensic personnel from various local and federal law enforcement agencies.
- Created and implemented a sexual assault investigation task force to address over 200 investigations which were lagging and not in compliance with congressional investigative requirements.
- Executed crime prevention briefings in support of the Department of Defense Crime Awareness Campaigns (Sexual Assault, Domestic Violence, Narcotics, Workplace Violence)
- Managed evidence vault operations and conducted bi-annual inventories of over 11,000 items of evidence to ensure storage and destruction compliance with NCIS policy.

- Trained new evidence custodians on chain of custody, intake, submission of evidence for lab processing, and evidence destruction.
- Maintained productive work relationships with USN/USMC commands and other DOD, federal, and local prosecutors and law enforcement organizations.
- Managed the field training of 12 new/probationary special agents upon graduation from the federal academy to ensure the completion of Training Evaluation Requirements (TERs).
- Supervised 50 personnel to include 5 first level supervisors, 34 special agents, 6 criminal investigators and 2 evidence custodians.

**Division Chief/Family and Sexual Violence Program, Quantico, VA: 04/2013 – 06/2015**

- Implemented new laws passed by the National Defense Authorization Act (NDAA) into NCIS threat and family and sexual violence (FSV) programs and policy.
- Provided briefings to NCIS Director and senior executives on NCIS sexual assault and threat investigations as well as program progress in meeting congressional mandates.
- Created new training curriculum for NCIS advanced training in sexual assault, domestic violence, and child sexual abuse/exploitation investigations implementing new congressional laws.
- Prepared NCIS written responses and testified in front of congressional panels of the House Armed Services Committee (HASC) regarding NCIS' execution of new laws in military sexual assault investigations.
- Sought and received \$7M in funding from the Department of Defense Sexual Assault Prevention and Response Office for additional sexual assault special agents and investigators (salaries, equipment, and training), and state of the art forensic equipment.
- Reviewed sexual assault investigation cases loads in all 13 field offices to determine efficiencies by shifting investigative personnel and funding from one office to another to meet mission requirements and demand.
- Monitored all NCIS FSV and threat investigations (1500 plus) to ensure quality and timeliness.
- Created comprehensive investigative plans (steps) for sexual assault, child sexual abuse/exploitation, domestic violence, and threat investigations.
- Managed all NCIS field office threat assessment representatives (40 personnel) responses to kinetic and not-kinetic threats (criminal and domestic terrorism).
- Ensured agency FSV and threat investigations were marked in accordance with the Department of Defense privacy policies and stored in accordance with the Navy records management program.
- Prepared and tracked the agencies execution of crime prevention briefings in support of the Department of Defense Crime Awareness Campaigns (Sexual Assault, Domestic Violence, and Child Exploitation).
- Established and maintained strong working relationships with senior leadership of the DOD, and federal law enforcement counterparts in furtherance of the NCIS FSV and threat management programs.
- Supervised 1 supervisory special agent, 5 special agents, and 1 criminal investigator.

**Assistant Special Agent in Charge for Counterintelligence Investigations and Operations/San Diego Field Office, San Diego, CA: 10/2010 - 04/2013**

- Executed the counterintelligence mission and maintained oversight of all counterintelligence investigations and operations (100 plus) to ensure compliance with NCIS policy and standards.
- Partnered with the FBI to increase joint investigations focused on bad actors seeking to steal Navy technology.

- Maintained productive work relationships with serviced commands, cleared defense contractors, the Federal Bureau of Investigations and other DOD counterintelligence organizations.
- Supervised 20 personnel to include, 2 supervisory special agents, 17 special agents, and 1 intelligence analyst.

**Executive Assistant to the Executive Assistant Director for Atlantic Investigations and Operations (EADLANT), Virginia Beach, VA: 8/2009 - 10/2010**

- Ensured administrative and investigative compliance with agency policy, directives, guidance and reporting requirements for seven field offices.
- Monitored and reported Special Interest investigations and operations to NCIS senior leadership.
- Facilitated the inspections of seven NCIS Field Offices pertaining to investigative and administrative compliance.
- Scheduled and facilitated EADLANT engagement with senior military leaders.
- Supervised 1 special agent and 1 executive secretary.

**Supervisory Special Agent/Norfolk Field Office and Little Creek Resident Agency, Norfolk, VA 05/2004 - 08/2009**

- Supervised over 130 felony investigations involving violations of Military, Federal, and State laws; specifically, child physical/sexual abuse/exploitation, domestic violence, cold case homicide and other general crimes.
- Conducted monthly case reviews and provided administrative and investigative guidance.
- Reviewed and approved investigative reports to ensure they met NCIS standards of quality and timeliness.
- Created and conducted a hostage situation exercise incorporating the use of the Virginia Beach Police Department (VBPD) Hostage Negotiation unit and the VBPD SWAT to mitigate the threat.
- Managed 5 Field Training Agents (FTAs) during the field training of 15 new/probationary agents on report writing, search and seizure, search warrants, investigative procedures, and military, federal, and Virginia law.
- Supervised the Hostage Negotiations Team and facilitated training.
- Supervised 10 special agents, 1 criminal investigator, and 1 program support analyst.

**Special Agent/Norfolk Field Office, Norfolk, VA: 04/2003 - 05/2004**

- Liaison to Norfolk and Virginia Beach Police Departments.
- Conducted joint investigations involving USN personnel with NPD and VBPD.
- Squad leader for the General Crimes Squad.
- Advanced Crime Scene Specialist and Team Leader of the Major Case Response Team (forensic processing).
- Lead Hostage negotiator.

**Special Agent Afloat/USS George Washington (CVN-73), Norfolk, VA 02/2002 - 04/2003**

- Deployed for seven (7) months during Operation Enduring Freedom.
- Conducted felony level investigations involving USS George Washington personnel.
- Conducted counterintelligence, counter-terrorism and force protection support of USS George Washington (CVN-73) personnel in ports of calls to Greece, Dubai, Portugal, Italy, and Slovenia.

**Special Agent/Hawaii Field Office, Pearl Harbor, HI:** **07/2000 - 02/2002**

- Conducted felony level investigations involving violations of military, federal, and state laws.
- Interviewed and took sworn statement from victims, witnesses and suspects.
- Wrote NCIS reports documenting investigative actions.
- Apprehended and arrested persons violating military, federal, and state laws.
- Executed search and seizure warrants.
- Testified in military, state, and federal courts and in front of a Grand Jury.
- Advanced Crime Scene Specialist and Team Leader of the Major Case Response Team (forensic processing).

**Special Agent/Carolinas Field Office, Camp Lejeune, NC:** **09/1997 - 07/2000**

- Conducted felony level investigations involving violations of military, federal, and state laws.
- Interviewed and took sworn statement from victims, witnesses and suspects.
- Wrote NCIS reports documenting investigative actions.
- Apprehended and arrested persons violating military, federal, and state laws.
- Executed search and seizure warrants.
- Testified in military, state, and federal courts and in front of a Grand Jury.
- Advanced Crime Scene Specialist and Team Leader of the Major Case Response Team (forensic processing).

## **Norfolk Police Department**

**Homicide Detective:** **06/1995 - 9/1997**

- Responsible for investigating suicides, felony level assaults, unexplained deaths, and homicides. 100% solve rate on all twenty (20) assigned murder investigations.

**General Assignment Detective:** **06/1994 – 06/1995**

- Responsible for conducting felony level Larceny investigations and any non-violent crimes “after hours”. Assumed role of Field training detective and responsible for training newly promoted and assigned detectives.

**Patrol Officer:** **10/1989 – 06/1994**

- Responsible for answering calls for service.

### **RECENT INSTRUCTOR EXPERIENCE**

**January to August 2020** - Old Dominion University, “Campus Security Authorities and the Clery Act”

**June 2018** - Old Dominion University Police Department, “Neurobiology of Trauma”

**April 2018** – End Violence Against Women International Conference Presenter, “Investigation and Prosecution of Sexual Assault in the Military”

**October 2017** – Old Dominion University Institute for Learning in Retirement, “NCIS Revealed”

**August 2015** – Sexual Assault Forensic Examiners Course, “Sexual Assault Investigations”

**April to July 2015** - Investigative Concepts, INC., Sexual Assault Investigations, “Investigator Biases”

**June 2013 to June 2015**– Naval Criminal Investigative Service, Advanced Adult Sexual Assault Investigations Course, “Investigating Sexual Assault within the Department of Defense”

**February 2014 to June 2014** – Naval Criminal Investigative Service, Advanced Family and Sexual Violence Investigations Course, “Family and Sexual Violence Investigations and Threat Management”

## **JOB RELATED TRAINING**

Clery Center - Clery Act Training Seminar (2/20)  
ATIXA - Title IX (Level 1) Coordinator and Administrator (1/20)  
NCIS Threat Management Training Program (6/18)  
End Violence Against Women Training Conference (4/12, 4/14, 4/16, 4/17, 4/18, 4/19)  
Association for Threat Assessment Professionals Conference (8/13, 8/14)  
Assessing Threats and Violence Risk in the Workplace with the WAVR-21(8/14)  
Advanced Domestic Violence and Child Sexual Abuse Training Course (3/14)  
Advanced Sexual Assault Investigations Training Course (6/13)  
PATC Advanced Crisis Negotiations (1/08)  
PATC Hostage Negotiations Training (2/07)  
Improving the Investigation and Prosecution of Child Abuse  
NCIS Field Training Agent Course (12/04)  
NCIS Advanced Criminal Investigator Training (6/04)  
NCIS Advanced Crime Scene Specialist Training (4/99)  
North Carolina Professional Society on the Abuse of Children (2/99)  
Children's Hospital of the Kings Daughters Child Abuse Conference (10/98)  
Naval Hospital Family Violence Investigations (9/98)  
Instructor Development Training (6/98)  
NCIS Basic Special Agent Training (4/98)  
NCIS Criminal Investigator Training Program (2/98)  
Norfolk Police Department Homicide Investigations (6/95)  
Norfolk Police Department Child Sexual Abuse Investigations (8/94)  
Department of Criminal Justice Instructor Certification (12/93)  
Norfolk Police Department General Instructor Course (6/92)  
Virginia Department of Criminal Justice Police Officer Training Course (12/89)

## **LEADERSHIP TRAINING**

Arbinger Leadership Training, "The Outward Mindset"/Arbinger Institute (10/17)  
Women in Federal Law Enforcement Leadership Seminars (5/15, 7/17, 7/16, 7/18, 7/19)  
NCIS Senior Management (GS-15) Training Program (11/16)  
NCIS Mid-Level Supervisory (GS-14) Training Program (4/13)  
Brookings Institute of Public Leadership (9/12)  
Office of Personnel Management – Leadership Development Seminar (9/11)  
Department of Homeland Security - Law Enforcement Supervisors Leadership Training (9/11)  
National Collaboration Development Center First Line Supervisors Course (5/11)

## **HIGHER EDUCATION**

**Georgetown University**, Washington, D.C.  
Master's in Public Administration and Policy Management – 05/2014

**Th College of William and Mary**, Williamsburg, VA  
Bachelor of Arts in Theatre – 05/1988

## **AFFILIATIONS**

Federal Law Enforcement Officer Association  
Association for Threat Assessment Professionals

Hampton Roads Chief of Police Association (former member)

**AWARDS/COMMENDATIONS**

Department of the Navy – Superior Civilian Service Medal – 09/2019

Department of Defense - Global War on Terrorism Medal – 04/2003

Various Recognitions for Investigative Excellence