

# BOBBY D. LUMPKIN

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• Bobby.Lumpkin@tdcj.texas.gov

## Professional Summary

Criminal Justice executive with 35 years of progressive experience in adult corrections, specializing in policy administration, executive leadership, and strategic operations within complex state systems. Proven ability to implement large-scale institutional objectives, enhance operational efficiency, and drive measurable outcomes. Recognized for fostering workforce development, institutional reform, and organizational accountability.

## Professional Experience

### Chief of Operations

*Texas Department of Criminal Justice — Nov 2024–Present*

- Directs strategic operations, organizational planning, and high-level policy administration for statewide correctional operations.

### Director, Correctional Institutions Division

*TDCJ — Aug 2020–Oct 2024*

- Oversaw operations of 103 prison units and ancillary support departments; led the development and enforcement of institutional goals and objectives.

### Director, Manufacturing, Agribusiness, and Logistics Division

*TDCJ — Sep 2013–Aug 2020*

- Led reentry programs and inmate workforce development in agriculture, correctional industries, transportation, and warehousing.

### Deputy Director, Private Facility Contract Monitoring Oversight Division

*TDCJ — Aug 2007–Aug 2013*

- Managed contracts and compliance for 22 private prisons, 7 reentry centers, and various aftercare programs.

### Manager, Monitoring & Standards, Administrative Review and Risk Management Division

*TDCJ — Nov 2003–Aug 2007*

- Oversaw policy compliance statewide, supervised risk management, inmate grievance procedures, access to courts, and ACA accreditation efforts.

### Assistant Warden

*TDCJ (Briscoe, Ellis, Holliday Units) — Oct 1999–Oct 2003*

- Gained operational leadership experience managing progressively larger correctional facilities.

### Major

*TDCJ (O'Daniel Unit) — Dec 1997–Sep 1999*

- Led unit operations ensuring consistent correctional practices and safety protocols.

### Captain

*TDCJ (Briscoe and Huntsville Units) — Aug 1995–Nov 1997*

- Managed daily unit and shift operations, contributing to mid-level supervisory success.

### Lieutenant

*TDCJ (Cotulla Unit) — Jul 1994–Jul 1995*

- Directed administrative and security operations with mid-management authority.

## **Sergeant**

*TDCJ (Fort Stockton and Polunsky Units) — Jul 1993–Jun 1994*

- First-line supervisor responsible for managing correctional staff and enforcing custody standards.

## **Correctional Officer**

*TDCJ (Byrd and Torres Units) — Nov 1990–Jun 1993*

- Performed custodial and rehabilitative duties ensuring safety and order in correctional settings.

## **Education**

### **Master of Science, Criminal Justice Management & Leadership**

*Sam Houston State University — Aug 2011*

### **Bachelor of Science, Corrections**

*Sam Houston State University — Sep 1999*

### **Governor's Executive Development Program – 2011**

### **Sam Houston State University High Potential Leadership Academy 2014**

### **National Institute of Corrections – Executive Excellence Series 2017**

## **Core Competencies**

- Executive leadership & agency administration
- Legislative engagement & public policy interpretation
- Organizational strategy & performance management
- Communication & stakeholder collaboration
- Public speaking & expert testimony
- Budget development & legislative appropriations
- Policy compliance & institutional accountability

## **Professional Affiliations**

### **American Correctional Association (ACA)**

- Board of Governors (Current)
- Commissioner, Commission on Accreditation (2015–2019)
- Chair, Correctional Industry Committee (2015–2020)

### **National Correctional Industries Association (NCIA)**

- Chairman of the Board (Current)
- President (2022–2024)
- President-Elect (2020–2022)
- VP of Marketing & Programs (2018–2020)

### **Texas Corrections Association (TCA)**

- Immediate Past President (Current)
- President (2022–2024)
- Various board roles (1999–2022)

**Correctional Peace Officers Foundation (CPOF)** – Member (1993–Present)

**American Probation and Parole Association (APPA)** – Member (2013–Present)

**Texas Public Employees Association (TPEA)** – Member (2013–Present)





## Texas Department of Criminal Justice

**Bryan Collier**  
Executive Director

**Dr. Lannette Linthicum**

Director, Health Services Division  
Texas Department of Criminal Justice  
P.O. Box 99  
Huntsville, TX 77342

June 18, 2025

To Whom It May Concern,

It is with the utmost respect and enthusiasm that I write this letter of recommendation for Mr. Bobby Lumpkin, a highly accomplished and dedicated professional with over three decades of distinguished service in the Texas Department of Criminal Justice (TDCJ). I have had the distinct honor of working closely with Mr. Lumpkin as a fellow Division Director since 2013, and I can personally attest to his exceptional leadership, integrity, and unwavering commitment to public service.

Mr. Lumpkin began his career with TDCJ on November 2, 1990, as a correctional officer at the Diagnostic Intake Facility—now known as the James “Jay” H. Byrd Unit. From those early days, Bobby demonstrated the qualities of a true servant leader: humility, purpose, and an unrelenting drive to improve the correctional system. He progressed steadily through the ranks, holding positions including Sergeant, Lieutenant, Captain, Major, Assistant Warden, and ultimately, Division Director of the Correctional Institutions Division (CID) from 2020 to 2024. In that role, he provided oversight for 95 prison and jail facilities as well as several key operational departments such as Classification & Records, Laundry, Food and Supply, Plans & Operations, and Security Assessments and Operations.

In November 2024, Bobby was promoted to the position of Chief Operations Officer for the agency. In this role, he provides strategic oversight for nine vital divisions and departments within TDCJ, including CID, the Community Justice Assistance Division, Health Services Division, Human Resources Division, Parole Division, Training and Leader Development Division, Emergency Action Center, Fusion Center, and the Office of Emergency Management.

Throughout his career, Mr. Lumpkin has also served in numerous pivotal roles across various divisions, including Administrative Review and Risk Management, Manufacturing, Agribusiness and Logistics, and Private Facility Contract Monitoring/Oversight. His operational knowledge spans the full spectrum of correctional management, making him one of the most well-rounded and qualified correctional professionals in the nation.

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*Our mission is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.*

P.O. Box 99  
Huntsville, Texas 77342-0099  
(936) 437-2101  
[www.tdcj.texas.gov](http://www.tdcj.texas.gov)

Bobby is also an influential leader on the national stage. He is the current Chairman of the National Correctional Industries Association (NCIA) Board and serves on the American Correctional Association (ACA) Board of Governors for Correctional Administration. He previously served as a Commissioner on the Commission on Accreditation for Corrections and as President of the Texas Corrections Association (TCA) from 2022 to 2024.

A proud alumnus of Sam Houston State University, Mr. Lumpkin holds both a Bachelor of Science in Criminal Justice and Corrections and a Master of Science in Criminal Justice Leadership and Management.

Bobby Lumpkin is the consummate correctional professional. He is well known and highly respected not only in Texas state corrections but also at the national level. His high moral turpitude, integrity, and depth of experience make him exceptionally qualified to oversee a Department of Corrections as complex and expansive as that of Texas. He is a visionary leader, an advocate for excellence, and above all, a devoted public servant.

Therefore, it is without reservation or hesitation that I highly recommend to you, Bobby Lumpkin for consideration as the next Executive Director of the Texas Department of Criminal Justice.

Sincerely,



**Lannette Linthicum, MD, FACP, CCHP-A**  
Director, Health Services Division  
Texas Department of Criminal Justice

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### **Executive Committee**

President, Rob Jeffreys  
Vice President, Heidi  
Washington  
Treasurer, Nick Deml  
Past President, Open



### **Regional Representatives**

Northeast, Dan Martuscello  
Southern, Ricky Dixon  
Midwest, Jeff Zmuda  
Western, Dan Shannon

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June 16, 2025

Mr. Eric Nichols  
Chairman, Texas Board of Criminal Justice  
PO Box 13084  
Austin, TX 78711

Dear Chairman Nichols,

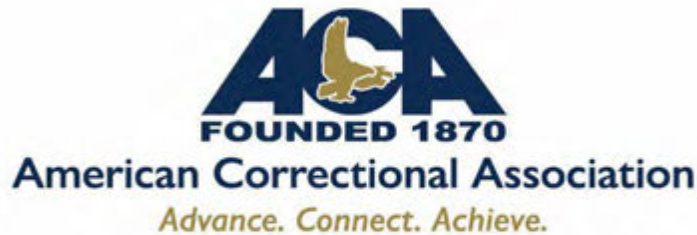
I am writing to wholeheartedly recommend Bobby Lumpkin for the position of Director of the Texas Department of Criminal Justice. Having known Bobby for several years and worked closely with him on numerous correctional initiatives, I can confidently attest to his exceptional leadership, expertise, and dedication to the field of corrections.

Bobby is a respected and active leader of the Correctional Leaders Association (CLA), consistently attending our events and contributing valuable insights that have solidified his reputation as a national leader in corrections. His extensive experience, innovative approach, and ability to navigate complex challenges make him uniquely qualified to succeed Mr. Collier in this critical role. I cannot think of another individual in the country better suited to lead TDCJ with the same caliber of excellence.

The CLA greatly appreciates TDCJ's ongoing support and partnership, and we are confident that Bobby's leadership would further strengthen these efforts while advancing corrections standards across the United States. Please feel free to contact me at [REDACTED] or kevin@correctionalleaders.com if you require additional information or insights regarding Bobby's qualifications.

Sincerely,

Kevin Kempf  
Executive Director  
Correctional Leaders Association



To Whom It May Concern,

My Name is Robert Green, Executive Director of the American Correctional Association and 40-year corrections professional. Most recently, I served as the Secretary of Public Safety for the Maryland Department of Public Safety and Correctional Services.

I am writing to recommend Chief of Operations Bobby D. Lumpkin for the position of Director of the Texas Department of Criminal Justice (TDCJ). I have had the distinct pleasure of working with Mr. Lumpkin on numerous corrections projects and have been consistently impressed by his exceptional leadership presence, unwavering dedication and profound understanding of the criminal justice system.

Throughout his tenure at TDCJ, Chief Lumpkin has demonstrated a steadfast commitment to improving the safety and security of our communities while ensuring appropriate treatment and security services for individuals in custody. His depth of knowledge across the many disciplines of corrections has made him an essential national resource for information and best practices. Chief Lumpkin's proactive efforts to enhance staff training and welfare demonstrate his deep commitment to fostering a positive work environment. He understands that a motivated and well-trained staff is essential to achieving TDCJ's goals. I have witnessed his strong relationships with personnel at all levels, reflecting his clear belief in collaboration and his commitment to being an engaged, available and present leader.

Moreover, Chief Lumpkin possesses a remarkable ability to navigate complex issues and bring diverse stakeholders and groups together to achieve common objectives in the interest of professional corrections. Chief Lumpkin has a national reputation as a dedicated and extremely knowledgeable corrections leader. He is frequently called upon to represent the work and accomplishments of TDCJ at national conferences and events.

Bobby D. Lumpkin's 35 years of experience, coupled with his unwavering commitment to public service, makes him an outstanding candidate for the role of Director. I am confident he will bring a renewed vision to the position, prioritizing both accountability and safety as he leads TDCJ into the future.

## Executive Committee

[www.aca.org](http://www.aca.org)

Ricky D. Dixon, *President*

Anthony O. Vann, *Treasurer*

206 N. Washington St., Suite 200

Denise M. Robinson, *Immediate Past President*

Marina Cadreche, *Board of Governors Representative*

Alexandria, VA 22314

Bryan Collier, *Vice President*

Laterra Davis, *Board of Governors Representative*

Phone: 703-224-0000

Tyrone Oliver, *President-Elect*

Robert L. Green, *Executive Director*

Fax: 703-224-0179

In conclusion, I wholeheartedly endorse Bobby D. Lumpkin for the position of Director of the Texas Department of Criminal Justice. His leadership, dedication and innovative mindset will propel the Texas Department of Criminal Justice to new heights.

Thank you for considering this recommendation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robert L. Green". The signature is fluid and cursive, with a prominent initial "R" and a long, sweeping underline.

Robert L. Green  
ACA Executive Director





*Seek justice. Love mercy. Restore hope.*

June 20, 2025

To Whom It May Concern:

Values of proportional punishment, just process, and restoration should guide decisions regarding correctional leadership, with the aim of enhancing public safety and encouraging successful reentry outcomes. With these in mind, I am pleased to write this letter recommending Bobby Lumpkin for the role of Executive Director within the Texas Department of Criminal Justice (TDCJ). Chief Lumpkin is a distinguished executive with strong vision, integrity, and strategic acumen. As a provider of prison programming, Prison Fellowship has witnessed firsthand Chief Lumpkin's human-centered leadership, ability to drive innovative solutions that reimagine the role of correctional facilities in fostering rehabilitation and reintegration.

In its nearly 50 years of operation, Prison Fellowship has grown to be the nation's largest Christian outreach to people behind bars and their families, currently serving in over 1,200 prisons across the country at no cost to the state or federal government. Prison Fellowship's deeply held Christian values and our decades of experience in America's prisons have produced a conviction that the environment in correctional facilities and agencies should be healthy and constructive, conducive not simply to warehousing but to offering active accountability to those serving time. Changing a system as large as the criminal justice system is no small feat -- this requires a top-down and bottom-up approach, addressing leadership, staff, and those in custody, one person and one prison at a time.

Prison Fellowship has had a longstanding partnership with the TDCJ and has been privileged to work alongside Chief Lumpkin on various initiatives aimed at reimagining prison environments. These include our efforts to support the men and women under the care of TDCJ, like Prison Fellowship Academy and Grow programs, as well as the corrections professionals who lead these facilities (e.g., Warden Exchange). Chief Lumpkin's commitment to ensuring resident access to impactful programming, coupled with his unwavering support for both incarcerated individuals and correctional staff, exemplifies his profound dedication to ethical leadership and systemic advancement.

We offer our endorsement of Chief Lumpkin as he pursues the Executive Director position within TDCJ without reservation. His commitment to excellence, his transformative leadership, and his ability to inspire innovation makes him an invaluable asset to TDCJ.

Sincerely,

Heather Rice-Minus  
President & Chief Executive Officer,  
Prison Fellowship





FLORIDA DEPARTMENT OF CORRECTIONS  
**OFFICE OF THE SECRETARY**

**To:** Executive Search Committee

**From:** Ricky D. Dixon, Secretary, Florida Department of Corrections

**Date:** June 20, 2025

**Subject:** Recommendation of Mr. Bobby Lumpkin, Texas Department of Criminal Justice

Dear Members of the Selection Committee,

It is with great enthusiasm and complete confidence that I recommend Mr. Bobby Lumpkin for the position of Executive Director of the Texas Department of Criminal Justice (TDCJ). I have had the privilege of knowing and working alongside Mr. Lumpkin for nearly a decade through our shared involvement in both the American Correctional Association (ACA) and the Correctional Leaders Association (CLA).

Throughout his 35 years in corrections, Mr. Lumpkin has demonstrated a clear and unwavering commitment to operational excellence, institutional integrity, and public safety. His tenure as Chief of Operations and formerly Director of the Correctional Institutions Division for TDCJ has given him unmatched insight into the challenges and demands of large-scale correctional administration. He has overseen prisons across the state, directed statewide correctional policies, and provided executive leadership across diverse institutional divisions.

Mr. Lumpkin is not only a seasoned administrator, he is a nationally respected subject matter expert. His leadership roles within the ACA, including serving on the Board of Governors and as Chair of the Correctional Industry Committee, and his position as current Chairman of the National Correctional Industries Association Board, speak volumes about the regard in which he is held by peers nationwide.

In our many interactions at national conferences, strategy meetings, and professional panels, Bobby has consistently impressed me with his depth of knowledge, steady leadership, and integrity. His understanding of corrections, from reentry programming and institutional operations to private facility oversight and risk management, is exceptional.

Bobby Lumpkin has the full range of qualifications, credibility, and vision to lead one of the largest and most complex correctional systems in the nation. I give him my strongest possible recommendation and trust he will serve the State of Texas with distinction.

Respectfully,

Ricky D. Dixon  
Secretary, Florida Department of Corrections  
President, American Correctional Association

**OFFICE OF THE SECRETARY**

FLORIDA DEPARTMENT OF CORRECTIONS  
501 SOUTH CALHOUN STREET  
TALLAHASSEE, FL 32399  
FDC.MYFLORIDA.COM



SCDC

South Carolina Department of Corrections  
"Correctional Excellence Today for a Safer South Carolina Tomorrow"

Henry McMaster | Governor

Office of the Director

Joel E. Anderson | Interim

June 13, 2025

Chief Operations Office  
Attn: Bobby Lumpkin  
Post Office Box 99  
Huntsville, Texas 77342

To Whom It May Concern:

It is my honor to submit this letter of recommendation in support of Mr. Bobby Lumpkin's selection as the Executive Director for the Texas Department of Criminal Justice. I have had the privilege of knowing Mr. Lumpkin for many years and can confidently attest to his exceptional qualifications, unwavering integrity, and commitment to public service. No one is more qualified.

Mr. Lumpkin is a corrections professional, a man held in high regard among his peers in the corrections field across the United States. He is an exceptional leader well respected in our industry, a man that many of us rely on for his expertise and advise.

We all face similar challenges in corrections today and Mr. Lumpkin (Bobby) has proven time and again that he can and will face these challenges head on, always keeping in mind what is in the best interest for the Great State of Texas and the safety of everyone.

The value that Bobby will bring to the Texas Department of Criminal Justice is unmeasurable and I look forward to working with him in the future.

Sincerely,



Joel E. Anderson  
Interim Director  
South Carolina Department of Corrections

JEA/ndh







ARKANSAS DEPARTMENT OF CORRECTIONS  
DIVISION OF CORRECTION  
OFFICE OF THE DIRECTOR  
DEXTER PAYNE

6814 Princeton Pike  
Pine Bluff, AR 71602



To Whom It May Concern:

RE: Bobby Lumpkin

I am writing to offer my strongest recommendation for Bobby Lumpkin as a candidate for the position of Executive Director of the Texas Department of Criminal Justice (TDCJ). Mr. Lumpkin has been employed with the Texas Department of Criminal Justice for almost 35 years. With decades of experience in correctional leadership, a clear commitment to ethical standards, and a deep understanding of the complexities of the Texas criminal justice system, Mr. Lumpkin is exceptionally well-qualified to lead the agency into its next chapter.

Throughout his career with TDCJ, Mr. Lumpkin has demonstrated unwavering dedication to public service, operational excellence, and staff development. His extensive leadership roles, serving as Director of the Correctional Institutions Division from 2020 to 2024, and currently Chief Operations Officer, have shown his ability to oversee large-scale operations, manage complex challenges, and implement reforms that balance security, accountability, and rehabilitation.

Bobby possesses a rare blend of strategic insight and frontline experience. He has continually shown a commitment to improving correctional practices, supporting staff welfare, and ensuring the safe and humane treatment of incarcerated individuals. His leadership style is both principled and pragmatic, fostering respect among his peers and the many professionals he has supervised and mentored over the years.

Moreover, his knowledge of TDCJ's operations is both broad and deep ranging from institutional management to legislative relations and policy development. This perspective enables him to approach challenges with the nuance and vision required of an Executive Director.

I have personally known Bobby for several years. He has always been helpful to me and the Arkansas Department of Corrections. I have every confidence that Bobby Lumpkin will lead the Texas Department of Criminal Justice with integrity, transparency, and purpose. His qualifications and character make him the ideal candidate for this important role, and I strongly recommend him without reservation.

If you require any additional information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dexter Payne".

Dexter L. Payne-Director

STATE OF RHODE ISLAND



**Department of Corrections**

Wayne T. Salisbury Jr., Director  
40 Howard Avenue  
Cranston, RI 02920

Tel: (401) 462-2611

Fax: (401) 462-3953

June 18, 2025

To Whom It May Concern:

I am honored to offer my strongest recommendation for Bobby D. Lumpkin as a candidate for the role of Executive Director of the Texas Department of Criminal Justice (TDCJ). When seeking a leader to carry the Department's mission forward following the tremendous leadership of Director Bryan Collier, Bobby Lumpkin stands out as the most qualified candidate to advance its mission.

Mr. Lumpkin brings over 35 years of service within TDCJ, working through the ranks from Correctional Officer, Sergeant, Lieutenant, Captain, Major, Assistant Warden, various Deputy Director and Director, and Chief roles within the agency to include his current role as Chief of Operations. Bobby has consistently demonstrated an exceptional ability to lead large-scale operations, implemented strategic initiatives, and effectively steering through the multifaceted challenges of public safety and corrections.

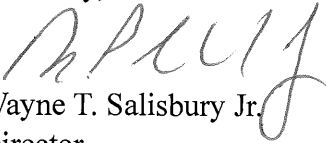
As Director of the Correctional Institutions Division, Bobby was responsible for overseeing 103 correctional facilities and several hundreds of employees. In this capacity, he led the development and implementation of institutional goals and objectives. His experience across divisions — including manufacturing, logistics, and private facility oversight — further underscores his comprehensive understanding of TDCJ's diverse operations.

What truly distinguishes Bobby is not just his operational expertise, but his dedication to institutional accountability, reentry efforts, and elevating the standards of correctional professionalism. He is widely respected across the agency and the criminal justice community, as reflected in his professional affiliations and leadership roles in national organizations, including the American Correctional Association, National Correctional Industries Association, and the Texas Corrections Association.

Bobby is a seasoned and respected leader who consistently approaches complex challenges with careful analysis, balanced perspective, and a deep commitment to serving the Texas community. Having had the opportunity to work with him over the years, I've witnessed his ability to lead with both compassion and discipline.

Bobby Lumpkin possesses a deep understanding of the agency's operational complexities, can motivate its workforce, and continue to build trust across the Texas community. I give him my fullest endorsement for this role and welcome the opportunity to offer additional insight if needed.

Sincerely,

  
Wayne T. Salisbury Jr.  
Director



June 23, 2025

Mr. Eric Nichols  
Chairman, Texas Board of Criminal Justice  
PO Box 13084  
Austin, Texas 78711

Dear Chairman Nichols,

It am writing this letter in full support of Mr. Bobby Lumpkin as a candidate for the position of Executive Director of the Texas Department of Criminal Justice. Having worked with Bobby for over 15 years, I have witnessed firsthand his leadership and unwavering commitment to the agency and the communities it serves.

Bobby brings a combination of operational expertise, visionary leadership, and human-centered values to the field of corrections. He not only understands the complexities of managing secure facilities but also possesses the courage and strategic insight to drive meaningful reform. Whether navigating high-stakes decisions, responding to crises with calm resolve, or mentoring future leaders in the profession, Bobby consistently demonstrates professionalism, empathy, and a deep sense of responsibility to both staff and the individuals TDCJ serves, both in custody and in our communities.

The Correctional Management Institute of Texas at Sam Houston State University provides continuing education for corrections professionals not only across Texas, but nationally and internationally as well. Our constituents include professionals employed in adult and juvenile probation, prisons, parole, and jails. Bobby speaks to a number of our groups sharing information about the Texas system and answering questions in comparison to their states or countries. When international delegations come to Texas, we collaborate with TDCJ to ensure learning opportunities for the participants as well as our Texas professionals. Bobby has played a critical role in past delegations, representing our Texas system professionally and confidently by sharing best practices.

I offer my highest recommendation without reservation. Bobby has demonstrated a deep understanding of what it takes to lead with both strength and purpose, as evidenced by his commitment to the Texas corrections system as a whole. With Bobby's extensive leadership experience across correctional operations, he is qualified to lead one of the largest correctional systems in the nation. I have no doubt that he will serve the State of Texas with honor and distinction.

**Sam Houston State University**

Please do not hesitate to reach out if I can provide additional insight.

Respectfully submitted,

A handwritten signature in black ink, reading "Christie Haney". The signature is fluid and cursive, with the first name "Christie" and last name "Haney" clearly distinguishable.

Christie Haney  
Executive Director  
Ofc: 936-294-3757

  
[chaney@shsu.edu](mailto:chaney@shsu.edu)

## Brittini Ortega

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**From:** Perry Reich [REDACTED]  
**Sent:** Tuesday, July 8, 2025 1:16 PM  
**To:** Brittini Ortega  
**Subject:** Executive Director-- Best Fit

**CAUTION:** This email was received from an EXTERNAL source, use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please contact the Information Security Office (ISO).

As an outsider, I am writing to advise that there is no more outstanding candidate for the position than your own Bobby Lumpkin.

Some time ago, I was made aware of an offender who had probable breast cancer. Medical was stalling. One call to Mr. Lumpkin got her the needed attention the next day. I also volunteer for an organization known as Reaching Out, and every time something needed attention, a call to Mr. Lumpkin got it done.

He introduced cameras into the units. He is familiar with the system inside and out. What more needs to be said? He is the man of the hour. There is no one more capable or more deserving of the position.





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Lumpkin Bobby D.  
(Last) (First) (Middle)

MAILING ADDRESS [REDACTED]  
(Street) (City) (State) (Zip) (Country)

E-MAIL ADDRESS bobby.lumpkin@tdcj.texas.gov

[REDACTED]

(Daytime Phone)

936-577-5016

(Work Phone, Optional)

List any other names used if different from name on this application. N/A

List exact title of position or type of work and location for which you wish to apply: Executive Director	Job Posting Number 032020	Closing Date 07/12/2025
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List the state agency with which you wish to apply: Texas Department of Criminal Justice Executive Director	Do you have any relatives working for this agency? If so, list names and [REDACTED]
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Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? \_\_\_\_\_ Are you at least 17 years of age? Yes ☒ No ☐

Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? None

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100%

Current Driver's License # (if required for position) \_\_\_\_\_ (State) (Number) Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Huntsville, TX and Austin, TX

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Valley Mills High School

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Sam Houston State University	01	94	08	99	08/14/1999		128	Bachelors	Corrections
Graduate Schools	Sam Houston State University	08	09	08	11	08/06/2011		36	Masters	Criminal Justice Leadership and Management
Technical or Vocational Schools										



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Focused Leadership Conference (2009); Governor's Executive Development Program (2011); SHSU High Potential Leadership Academy (2014); National Institute of Corrections Executive Excellence Series (2017)

Approximately how many words per minute do you type? 40 wpm

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? N/A

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) N/A

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☒ No ☐

If you have been previously employed by the State of Texas, list the agency/agencies:

Texas Department of Criminal Justice

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge N/A

Dates of Service (From/To): N/A

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): N/A

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE: **X**

*Billy English*  
Signature - Applicant

6.20.2025  
Date



## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
  2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
  3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.
- If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name:** Lumpkin Bobby D.  
Last First Middle

Position Title: <b>Chief Operations Officer (Deputy Director III)</b>						Immediate Supervisor Name: <b>Bryan Collier</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>						Title: <b>Executive Director</b>		
Mailing Address: <b>PO Box 99</b>						Supervisor's Telephone No.: <b>(936) 437-2101</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>						If supervisory, number of employees you supervised: <b>30,000</b>		
Employer's Telephone No.: <b>(936) 437-4020</b>								
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	
Mo.	Day	Yr.	Mo.	Day	Yr.			
<b>11</b>	<b>15</b>	<b>2024</b>				<b>\$18,866.32</b>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
Overseeing and supporting the activities of agency divisions; Directing the preparation of budgets and providing final approval; Assisting the executive director in leading the organization; Acting as executive director in the absence of the executive director; Providing direction, guidance, and assistance in the program areas; Developing goals and objectives consistent with the agency strategic plan; Overseeing the development and implementation of agency policies and procedures; Reviewing and analyzing agency operations to evaluate the performance of the agency and to identify areas in need of modification and improvement; Recommending staffing and funding for program activities; Overseeing the preparation of management, productivity, and financial reports and studies; Reviewing results of special investigations, internal audits, research studies, forecasts, and modeling exercises; Ensuring agency compliance with policies and procedures; Directing the preparation, development, review, and revision of legislation to include representing the agency in meetings with the Executive Director and the Board of Criminal Justice; Developing the agency's position regarding legislative impact; Testifying at hearings, trials and legislative meetings; Conferring with legislative members and staff; Conferring with board members, organization officials, and staff members to discuss issues, coordinate activities, and resolve problems; Providing information and advice to state agencies and the public regarding agency activities and responsibilities; Ensuring the agency adheres to agency goals, objectives, and strategies; Planning, assigning, and supervising the work of others; Identifying staff development and training requirements; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Seeking promotion within the agency.

Position Title: <b>CID Director (Director VII)</b>						Immediate Supervisor Name: <b>Bryan Collier</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>						Title: <b>Executive Director</b>		
Mailing Address: <b>PO Box 99</b>						Supervisor's Telephone No.: <b>(936) 437-2101</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>						If supervisory, number of employees you supervised: <b>28,000</b>		
Employer's Telephone No.: <b>(936) 437-4020</b>								
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	
Mo.	Day	Yr.	Mo.	Day	Yr.			
<b>08</b>	<b>15</b>	<b>2020</b>	<b>11</b>	<b>14</b>	<b>2024</b>	<b>\$18,200.00</b>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
Directing the activities of staff within Correctional Institutions Division; Planning, developing, and approving schedules, priorities, and standards for achieving goals; Directing evaluation activities; Directing the preparation of the division's biennial legislative appropriation requests and the annual operating budgets, and providing final approval; Assisting the Executive Director in directing the organization; Providing direction, guidance, and assistance in the program areas; Overseeing, developing, evaluating, and implementing goals and objectives consistent with the agency strategic plan; Overseeing, planning, developing, implementing, coordinating, monitoring, and evaluating policies and procedures; Developing and implementing techniques for evaluating program activities; Identifying the need to revise program areas; Recommending staffing and funding for program activities; Reviewing and approving management, productivity, and financial reports and studies; Overseeing the development of guidelines, procedures, rules, and regulations and monitors compliance; Directing a complaint processing system for the administration and enforcement of agency rules and regulations; Reviewing results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance; Directing the preparation, development, review, and revision of legislation to include representing Correctional Institutions Division in meetings with the Executive Director and the Board of Criminal Justice; Developing the agency's position regarding legislative impact; Representing the agency at business meetings, hearings, trials, legislative sessions, conferences and seminars, as well as on boards, panels, and committees; Testifying at hearings, trials, and legislative meetings; Providing liaison for other local, state, or federal agencies; Ensuring compliance with laws pertaining to the assigned program areas; Planning, assigning, and supervising the work of others; Identifying staff development and training requirements; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Name:

Lumpkin

Bobby

D.

Last

First

Middle

Position Title: <b>MAL Director (Director VI)</b>							Immediate Supervisor Name: <b>Brad Livingston (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Executive Director</b>		
Mailing Address: <b>PO Box 99</b>							Supervisor's Telephone No.: <b>(936) 437-2101</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>							If supervisory, number of employees you supervised: <b>1,100</b>		
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		
Mo.	Day	Yr.	Mo.	Day	Yr.				
<b>09</b>	<b>01</b>	<b>2013</b>	<b>08</b>	<b>14</b>	<b>2020</b>	<b>\$11,864.92</b>			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Directing the activities of staff within the Manufacturing, Agribusiness and Logistics program areas; Planning, developing, and approving schedules, priorities, and standards for achieving goals; Directing evaluation activities; Developing, reviewing, and approving budgets; Providing direction, guidance, and assistance in the program areas; Developing, establishing, and implementing goals and objectives consistent with the agency's strategic plan; Planning, developing, implementing, coordinating, monitoring, and evaluating policies and procedures; Developing and implementing techniques for evaluating program activities; Identifying the need to revise program areas; Recommending staffing and funding for program activities; Reviewing and approving management, productivity, and financial reports and studies; Reviewing guidelines, procedures, rules, and regulations, and monitoring compliance; Directing a complaint processing system for the administration and enforcement of agency rules and regulations; Reviewing results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance; Directing the preparation, development, review, and revision of legislation and developing the agency's position regarding legislative impact; Representing the agency at business meetings, hearings, trials, legislative sessions, conferences and seminars, as well as on boards, panels, and committees; Testifying at hearings, trials, and legislative meetings; Providing liaison for local, state, and federal agencies; Respond to public inquiries regarding program areas; Ensuring compliance with laws relevant to the program areas; Planning, assigning, and supervising the work of others; Identifying staff development and training requirements; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>PFCMOD Deputy Director</b>							Immediate Supervisor Name: <b>Celeste Byrne (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>PFCMOD Director</b>		
Mailing Address: <b>PO Box 99</b>							Supervisor's Telephone No.: <b>(936) 437-2811</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>							If supervisory, number of employees you supervised: <b>65</b>		
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		
Mo.	Day	Yr.	Mo.	Day	Yr.				
<b>11</b>	<b>01</b>	<b>2009</b>	<b>08</b>	<b>31</b>	<b>2013</b>	<b>\$6,809.50</b>			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Directing the activities of staff within the division program areas; Establishing goals and objectives that support overall strategies; Planning, developing, and approving schedules, priorities, and standards for achieving goals; Directing evaluation activities; Monitoring compliance with policies and procedures; Developing, establishing and implementing goals and objectives consistent with the agency strategic plan; Planning, developing, implementing, coordinating, monitoring, and evaluating policies; Developing and implementing techniques for evaluating program activities; Identifying the need to revise program areas and making recommendations to improve operations; Overseeing the administration of contracts, and the preparation of management and productivity reports and studies; Overseeing the preparation of and evaluating the need for contract modifications; Reviewing results of special investigations, internal audits, and research studies; Directing the preparation, development, review, and revision of legislation and developing the agency position regarding legislative impact; Representing the agency at business meetings, hearings, trials, legislative sessions, conferences and seminars, as well as on boards, panels, and committees; Testifying at hearings, trials, and legislative meetings; Providing liaison for other local, state, and federal agencies; Responding to public inquiries regarding program areas; Ensuring compliance with laws pertaining to the program areas; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Name: **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>PFCMOD Manager IV</b>							Immediate Supervisor Name: <b>Celeste Byrne (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>PFCMOD Director</b>		
Mailing Address: <b>PO Box 99</b>							Supervisor's Telephone No.: <b>(936) 437-2811</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>							If supervisory, number of employees you supervised: <b>30</b>		
Starting Date			Leaving Date			Current/	Technical	(936) 437-2811 If supervisory, number of employees you supervised: <b>30</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>08</b>	<b>15</b>	<b>2007</b>	<b>10</b>	<b>31</b>	<b>2009</b>	<b>\$6,148.77</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Managing the activities of staff within the program area; Planning, implementing, coordinating, monitoring and evaluating policies and procedures; Overseeing the development of guidelines, policies, procedures, rules and regulations; Monitoring compliance with policies and procedures; Establishing goals and objectives; Developing and approving schedules, priorities, and standards for achieving goals; Managing evaluation of activities; Conferring with staff on operational issues; Identifying areas in need of modification and making recommendations to improve operations; Overseeing the administration of contracts, preparation of management and productivity reports and studies; Overseeing the preparation and evaluation of the need for contract modifications; Overseeing special investigations, internal audits and research studies; Overseeing the development, review, revision and implementation of legislation; Representing the program areas at meetings, hearings, conferences and seminars, as well as on boards, panels, and committees; Testifying at hearings and legislative meetings; Supervising the work of others; Providing technical guidance in the program areas; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>ARRM Division- Monitoring &amp; Standards (Manager II)</b>							Immediate Supervisor Name: <b>Debra Liles (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>ARRM Director</b>		
Mailing Address: <b>PO Box 99</b>							Supervisor's Telephone No.: <b>(936) 437-3400</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>							If supervisory, number of employees you supervised: <b>30</b>		
Starting Date			Leaving Date			Current/	Technical	(936) 437-3400 If supervisory, number of employees you supervised: <b>30</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>09</b>	<b>01</b>	<b>2006</b>	<b>08</b>	<b>14</b>	<b>2007</b>	<b>\$5,185.88</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Managing the activities of and providing technical guidance to staff in the program areas; Developing and evaluating guidelines, policies, procedures rules and regulations; Monitoring compliance with policies and procedures; Developing and implementing techniques for evaluating program activities; Establishing goals and objectives; Developing and approving schedules, priorities, and standards for achieving goals; Managing evaluation activities; Identifying areas in need of modification and make recommendations to improve operations; Representing the agency at meetings, hearings, trials, conferences and seminars, as well as on boards, panels, and committees; Overseeing the preparation of management and productivity reports and studies; Developing and evaluating budget requests; Monitoring budget expenditures and making adjustments as necessary; Monitoring special investigations, internal audits, and research studies; Managing the preparation, development, review and revision of legislation; Supervising the work of others; Assisting in the planning, development and operation of special programs; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

**Name:** **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>ARRM Division- ACA (Program Specialist V)</b>							Immediate Supervisor Name: <b>Linda Fernald (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Manager of Operational Review</b>		
Mailing Address: <b>PO Box 99</b>							Supervisor's Telephone No.: <b>(936) 437-3400</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>									
Employer's Telephone No.: <b>(936) 437-4020</b>									
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>5</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>11</b>	<b>01</b>	<b>2003</b>	<b>08</b>	<b>31</b>	<b>2006</b>	<b>\$4,034.98</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing advanced consultive services and technical assistance work; Planning, developing, and implementing a major agency program; Providing consultive services and technical assistance to program staff, governmental agencies, community organizations, and the public to plan, implement, and monitor effective programs; Developing program policies, procedures and standards in accordance with program objectives and goals; Preparing administrative reports and studies; Analyzing the application of and variations within programs and developing action plans to improve or initiate programs; Coordinating and conducting surveys, on-site inspections, and reviews to ensure compliance with certification requirements, state and federal laws, regulations, policies and procedures; Developing and implementing effective techniques for evaluating programs; Overseeing the completion of and monitoring required performance reports and recommending appropriate changes; Determining trends and resolving operational issues; Providing guidance to staff in the development and integration of new methods and procedures; Providing technical assistance on program services; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>Assistant Warden- O.B. Ellis Unit</b>							Immediate Supervisor Name: <b>Tim Morgan (Deceased)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Senior Warden</b>		
Mailing Address: <b>1697 FM 980</b>							Supervisor's Telephone No.: <b>(936) 295-5756</b>		
City & State/ZIP: <b>Huntsville, TX 77343</b>									
Employer's Telephone No.: <b>(936) 437-4020</b>									
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>400</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>09</b>	<b>01</b>	<b>2002</b>	<b>10</b>	<b>31</b>	<b>2003</b>	<b>\$3,775.20</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing highly complex correctional and criminal justice administration work in a correctional facility; Managing and overseeing the correctional facility; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Directing security, housing and facility operations; Directing operations regarding the control, security and administration of staff, inmates, equipment, permanent improvement and property of the correctional facility; Monitoring staff and inmates to ensure compliance with policies, procedures, rules and regulations; Planning and directing procedures and practices relating to the security of inmates; Responding to emergency situations, as well as planning and directing the placement of staff in emergency situations; Assisting in planning the operation and labor force placement of the facility's agriculture, treatment, maintenance, construction and industrial programs; Overseeing the preparation and documentation of work assignments, classification committee, rehabilitative records and reports on inmates; Directing inspections of inmate living accommodations for proper sanitation and determination on necessary improvement needs; Overseeing building maintenance and approval of requisitions for materials and supplies; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Appointed as Program Supervisor V – ACA State Accreditation Manager

Name: **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>Assistant Warden- Reverend C.A. Holliday Unit</b>							Immediate Supervisor Name: <b>Richard Watkins (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Senior Warden</b>		
Mailing Address: <b>295 IH-45 North</b>							Supervisor's Telephone No.: <b>(936) 295-8200</b>		
City & State/ZIP: <b>Huntsville, TX 77320-8443</b>							If supervisory, number of employees you supervised: <b>200</b>		
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>200</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>04</b>	<b>01</b>	<b>2001</b>	<b>08</b>	<b>31</b>	<b>2002</b>	<b>\$3,360.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing highly complex correctional and criminal justice administration work in a correctional facility; Managing and overseeing the correctional facility; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Directing security, housing and facility operations; Directing operations regarding the control, security and administration of staff, inmates, equipment, permanent improvement and property of the correctional facility; Monitoring staff and inmates to ensure compliance with policies, procedures, rules and regulations; Planning and directing procedures and practices relating to the security of inmates; Responding to emergency situations, as well as planning and directing the placement of staff in emergency situations; Assisting in planning the operation and labor force placement of the facility's agriculture, treatment, maintenance, construction and industrial programs; Overseeing the preparation and documentation of work assignments, classification committee, rehabilitative records and reports on inmates; Directing inspections of inmate living accommodations for proper sanitation and determination on necessary improvement needs; Overseeing building maintenance and approval of requisitions for materials and supplies; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Unit transfer

Position Title: <b>Assistant Warden- Dolph Briscoe Unit</b>							Immediate Supervisor Name: <b>Eduardo Carmona (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Senior Warden</b>		
Mailing Address: <b>1459 West Highway 85</b>							Supervisor's Telephone No.: <b>(830) 965-4444</b>		
City & State/ZIP: <b>Dilley, TX 78017</b>							If supervisory, number of employees you supervised: <b>150</b>		
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>150</b>	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>10</b>	<b>01</b>	<b>1999</b>	<b>03</b>	<b>31</b>	<b>2001</b>	<b>\$3,360.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing highly complex correctional and criminal justice administration work in a correctional facility; Managing and overseeing the correctional facility; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Directing security, housing and facility operations; Directing operations regarding the control, security and administration of staff, inmates, equipment, permanent improvement and property of the correctional facility; Monitoring staff and inmates to ensure compliance with policies, procedures, rules and regulations; Planning and directing procedures and practices relating to the security of inmates; Responding to emergency situations, as well as planning and directing the placement of staff in emergency situations; Assisting in planning the operation and labor force placement of the facility's agriculture, treatment, maintenance, construction and industrial programs; Overseeing the preparation and documentation of work assignments, classification committee, rehabilitative records and reports on inmates; Directing inspections of inmate living accommodations for proper sanitation and determination on necessary improvement needs; Overseeing building maintenance and approval of requisitions for materials and supplies; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Unit Transfer

Name: **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>Major- Patrick O'Daniel Unit</b>							Immediate Supervisor Name: <b>Pamela Baggett (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Senior Warden</b>		
Mailing Address: <b>2305 Ransom Road</b>							Supervisor's Telephone No.: <b>(254) 865-7226</b>		
City & State/ZIP: <b>Gatesville, TX 76528</b>							If supervisory, number of employees you supervised: <b>130</b>		
Employer's Telephone No.: <b>(936) 437-4020</b>									
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>12</b>	<b>01</b>	<b>1997</b>	<b>09</b>	<b>30</b>	<b>1999</b>	<b>\$2,649.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing highly advanced supervisory and administrative work directing staff responsible for the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Supervising through subordinate custody staff responsible for maintaining order and discipline; Overseeing the direction of overall supervision of staff and inmates; Supervising, scheduling, instructing, training and ensuring the safety of employees and inmates; Assisting in formulating security and work procedures; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Supervising and directing searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including overseeing actions of inmates, conducting "pat" and "strip" searches of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>Captain- Huntsville Unit</b>							Immediate Supervisor Name: <b>Alfred Losack (Deceased)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Major</b>		
Mailing Address: <b>815 12<sup>th</sup> Street</b>							Supervisor's Telephone No.: <b>(936) 437-1555</b>		
City & State/ZIP: <b>Huntsville, TX 77348</b>							If supervisory, number of employees you supervised: <b>30</b>		
Employer's Telephone No.: <b>(936) 437-4020</b>									
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>03</b>	<b>01</b>	<b>1996</b>	<b>11</b>	<b>30</b>	<b>1997</b>	<b>\$2,312.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing advanced supervisory work in the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Directing overall supervision of staff and inmates; Supervising, scheduling, instructing, training and ensuring the safety of employees and inmates; Assisting in formulating security and work procedures; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Supervising and directing searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including overseeing actions of inmates, conducting "pat" and "strip" searches of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

**Name:** **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>Captain- Dolph Briscoe Unit</b>							Immediate Supervisor Name: <b>Andres Davila (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Major</b>		
Mailing Address: <b>1459 West Highway 85</b>							Supervisor's Telephone No.: <b>(830) 965-4444</b>		
City & State/ZIP: <b>Dilley, TX 78017</b>							If supervisory, number of employees you supervised: <b>150</b>		
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>08</b>	<b>01</b>	<b>1995</b>	<b>02</b>	<b>28</b>	<b>1996</b>	<b>\$2,312.00</b>	Supervisory/Managerial	<input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing advanced supervisory work in the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Directing overall supervision of staff and inmates; Supervising, scheduling, instructing, training and ensuring the safety of employees and inmates; Assisting in formulating security and work procedures; Administering policies and procedures by communicating ideas and instructions clearly and concisely; Supervising and directing searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including overseeing actions of inmates, conducting "pat" and "strip" searches of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Unit transfer

Position Title: <b>Lieutenant- Cotulla Unit</b>							Immediate Supervisor Name: <b>Robert Balli (Deceased)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Major</b>		
Mailing Address: <b>610 FM 624</b>							Supervisor's Telephone No.: <b>(830) 879-3077</b>		
City & State/ZIP: <b>Cotulla, TX 78014</b>							If supervisory, number of employees you supervised: <b>25</b>		
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>07</b>	<b>01</b>	<b>1994</b>	<b>07</b>	<b>31</b>	<b>1995</b>	<b>\$2,236.00</b>	Supervisory/Managerial	<input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing complex supervisory work in the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Functioning as shift supervisor by scheduling, training, instructing and supervising staff to ensure the safety of employees and inmates; Scheduling employees and inmates work and off-duty time; Assisting in formulating security and work procedures; Providing appropriate information to staff; Maintaining care, custody and adherence to rules and regulations by inmates; Supervising and directing searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including overseeing actions of inmates, conducting "pat" and "strip" searches of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Name: **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>Sergeant- Allan B. Polunsky Unit</b>							Immediate Supervisor Name: <b>Kathryn Bell (Retired)</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Lieutenant</b>		
Mailing Address: <b>3872 FM 350 South</b>							Supervisor's Telephone No.: <b>(936) 967-8082</b>		
City & State/ZIP: <b>Livingston, TX 77351</b>							If supervisory, number of employees you supervised: <b>60</b>		
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>11</b>	<b>01</b>	<b>1993</b>	<b>06</b>	<b>30</b>	<b>1994</b>	<b>\$2,095.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing routine supervisory work in the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Supervising, instructing, training, and ensuring the safety of employees; Providing appropriate information to staff; Maintaining care, custody and adherence to rules and regulations by inmates; Supervising and conducting searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including observing actions of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>Sergeant- Fort Stockton Unit</b>							Immediate Supervisor Name: <b>Tony O'Hare</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Texas Department of Criminal Justice</b>							Title: <b>Lieutenant</b>		
Mailing Address: <b>1536 IH-10 East</b>							Supervisor's Telephone No.: <b>(432) 336-7676</b>		
City & State/ZIP: <b>Fort Stockton, TX 79735</b>							If supervisory, number of employees you supervised: <b>15</b>		
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
<b>07</b>	<b>01</b>	<b>1993</b>	<b>10</b>	<b>31</b>	<b>1993</b>	<b>\$2,095.00</b>	Supervisory/Managerial <input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing routine supervisory work in the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Supervising, instructing, training, and ensuring the safety of employees; Providing appropriate information to staff; Maintaining care, custody and adherence to rules and regulations by inmates; Supervising and conducting searches for contraband; Conducting counts, feeding and supervising inmates in housing, work and other areas; Supervising and providing custody and security of inmates including observing actions of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Supervising the preparation and maintenance of records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Unit Transfer



**Name:** **Lumpkin** **Bobby** **D.**  
 Last First Middle

Position Title: <b>Correctional Officer- Ruben M. Torres Unit</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # _____ of hours worked per week if part-time: _____
Employer: <b>Texas Department of Criminal Justice</b>							<b>Alex Alvarado (Retired)</b>		
Mailing Address: <b>125 Private Road 4303</b>							Title: <b>Sergeant</b>		
City & State/ZIP: <b>Hondo, TX 78861</b>							Supervisor's Telephone No.:		
Employer's Telephone No.: <b>(936)437-4020</b>							<b>(830) 426-5325</b>		
Starting Date			Leaving Date			Current/	Technical <input type="checkbox"/>		If supervisory, number of employees you supervised: <b>N/A</b>
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial <input checked="" type="checkbox"/>		
<b>01</b>	<b>01</b>	<b>1993</b>	<b>06</b>	<b>30</b>	<b>1993</b>	<b>\$2,027.00</b>	Supervisory/Managerial <input type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing routine correctional work involving the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Conducting strip searches for contraband; Conducting counts, feeding, and supervising inmates in housing, work and other areas; Maintaining security of assigned areas; Providing custody and security of inmates including observing actions of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Preparing and maintaining records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Promotion

Position Title: <b>Correctional Officer- James "Jay" H. Byrd Unit</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # _____ of hours worked per week if part-time: _____
Employer: <b>Texas Department of Criminal Justice</b>							<b>William Hagans (Deceased)</b>		
Mailing Address: <b>21 FM 247</b>							Title: <b>Lieutenant</b>		
City & State/ZIP: <b>Huntsville, TX 77320</b>							Supervisor's Telephone No.:		
Employer's Telephone No.: <b>(936)437-4020</b>							<b>(936) 295-5768</b>		
Starting Date			Leaving Date			Current/	Technical <input type="checkbox"/>		If supervisory, number of employees you supervised: <b>N/A</b>
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial <input checked="" type="checkbox"/>		
<b>11</b>	<b>02</b>	<b>1990</b>	<b>12</b>	<b>31</b>	<b>1992</b>	<b>\$2,027.00</b>	Supervisory/Managerial <input type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Performing routine correctional work involving the care and custody of inmates through knowledge of and adherence to laws, rules, regulations and standard operating procedures governing the TDCJ; Conducting strip searches for contraband; Conducting counts, feeding, and supervising inmates in housing, work and other areas; Maintaining security of assigned areas; Providing custody and security of inmates including observing actions of inmates, restraining and securing inmates, and transferring and transporting inmates in various forms of transportation; Supervising and providing security of inmates performing technical skills such as construction, maintenance, etc.; Responding to emergencies and providing first aid at the emergency site; Reading, reviewing and properly applying information found in inmate records that relate to the inmate's health and safety and to the security of the facility; Enforcing inmate disciplinary rules; Preparing and maintaining records, forms and reports; Performing a variety of marginal duties determined and assigned as needed.

**Specific reason for leaving:** Unit transfer

# **APPLICANT EEO DATA FORM**

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print) <b>Lumpkin</b>		First <b>Bobby</b>	Middle <b>D.</b>
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]	4. Daytime Phone [REDACTED]
				5. Work Phone <b>936-577-5016</b>	
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input checked="" type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races			
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> <b>01</b> - Other State Employee | <input type="checkbox"/> <b>06</b> - Newspaper _____<br>Name of Newspaper | <input type="checkbox"/> <b>11</b> - WorkInTexas.com        |
| <input type="checkbox"/> <b>02</b> - Job Fair                        | <input type="checkbox"/> <b>07</b> - College/University Career Day        | <input type="checkbox"/> <b>12</b> - Other (specify): _____ |
| <input type="checkbox"/> <b>03</b> - Professional Publication        | <input type="checkbox"/> <b>08</b> - Human Resource/Personnel Office      |   |
| <input type="checkbox"/> <b>04</b> - Recruitment Poster              | <input type="checkbox"/> <b>09</b> - Radio                                |   |
| <input type="checkbox"/> <b>05</b> - Television                      | <input type="checkbox"/> <b>10</b> - Agency Web Site - Internet           |   |

**X**

*Bobby Lumpkin*  
Signature - Applicant

*6.20.2025*  
Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_  
Time received \_\_\_\_\_  
Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Andersen Eric Jasen  
(L) \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip) (Country)  
E-MAIL ADDRESS eric.andersen@tdcj.texas.gov \_\_\_\_\_  
(Daytime Phone) \_\_\_\_\_  
(Work Phone, Optional) \_\_\_\_\_

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: <u>Executive Director</u>	Job Posting Number <u>032020</u>	Closing Date <u>07-12-2025</u>
List the state agency with which you wish to apply: <u>Texas Department of Criminal Justice</u>	Do you have any relatives working for this agency? If so, list names and relationships: _____	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 07-12-2025 Are you at least 17 years of age? ☒  
Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? NA  
Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100  
Current Driver's License # (if required for position) \_\_\_\_\_ Commercial Driver's License Yes ☐ No ☐  
(State) (Number)  
Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Statewide

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE:** Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Armuchee High School, GA

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	American Military University	07	08	04	13	05/15/2013		58	Associates	Explosive Ordnance Disposal
	American Military University	05	13	07	16	08/15/2016		58	Bachelors	Criminal Justice
Graduate Schools	American Military University	07	16	09	22	10/01/2022		36	Masters	Criminal Justice
	American Military University	09	22	11	23	02/01/2024		21	Masters	Legal Studies
	Texas A&M International University	09	24				05/31/2028	18	PhD	Criminal Justice
Technical or Vocational Schools										



# AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Word, Excel, MicroFocus, Emails, Fax machines, Strategic Leadership, High stress decision making, Crisis Management, Knowledgeable of local and state laws and policies, Strong communication skills

Approximately how many words per minute do you type? 65

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? NA

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) NA

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☒ No ☐

If you have been previously employed by the State of Texas, list the agency/agencies:

**Texas Department of Criminal Justice 2018 to present**

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☒ No ☐ If yes, list type of discharge Honorable

Dates of Service (From/To): August 2005/September 2018

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): NA

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE: **X**

*E. And*

**07/12/2025**

Signature – Applicant

Date

Position Title: Sergeant of Correctional Officers Employer: Texas Department of Criminal Justice - Beeville BVA Training Academy Mailing Address: 955 Independence Street City & State/ZIP: Beeville, TX 78102 Employer's Telephone No.: ( 361 ) 362-6455						Immediate Supervisor Name: William Lee Title: Captain of Correctional Officers [REDACTED]		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 600	Give average # of hours worked per week if part-time:
Mo.	Day	Yr.	Mo.	Day	Yr.				
12	01	2023				\$ 56450			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensure range safety is observed by over 600 Supervisors, Correctional Officers, and Cadets on the Region IV range at all times with zero reported accidents or injuries under my supervision. Instruct Supervisors to include Regional Directors, Assistant Regional Directors, Wardens, Assistant Wardens, Majors, and below on the proper firearms techniques to ensure that all qualify on TDCJ weapons systems to meet ACA standards. Teach specialty classes such as Munition Instructor, Public Medical Transport Officer, Quick Response Training, and Close Quarters Combat to TDCJ staff members that have shown an enhanced skill level to receive this training. Selected over 5 other TDCJ employees to be the Tactical Response Team Region IV Team Leader. Selected over 35 Supervisors and Correctional Officers to be one of two TDCJ Less-Lethal Instructors for the entire state. Chosen to travel to compete with 9 other Supervisors and Correctional Officers in the West Virginia Mock Prison Riots for FY24 and FY25. Assisted in the team tying 16th for the first year it has even competed and 9th place the second year. Created the FY25 40-hour Quick Response Training Course for all TDCJ staff to complete to enhance their knowledge on the Behavioral Intervention Plan and Response team procedures. Accounted for over \$110,000 worth of ammunition and over 110 weapon systems at the Beeville Training Academy with no loss reported. Responded to 3 Regional Level and 3 State Level Response as part of the Tactical Response Team to help assist units to bring that respective institution back under control for the wardens. Conducted 1 High Profile Transport to take inmate to District Court with no incidents. Conducted 10 specialty classes each quarter for 7 quarters with no injuries or loss of equipment resulting in knowledge increase of over 200 TDCJ Staff Members while continuing a PhD in Criminal Justice. Selected to be the Texas Department of Criminal Justice Region IV Tactical Response Team Team Leader when the previous Team Leader was unable to perform their duties.

**Specific reason for leaving:** Still at this position

Position Title: Lieutenant of Correctional Officers Employer: Texas Department of Criminal Justice - Glossbrenner Unit Mailing Address: 5100 S. FM 1329 City & State/ZIP: San Diego, TX 78384 Employer's Telephone No.: ( 361 ) 279-2705						Immediate Supervisor Name: Jennifer Vargas Title: Major of Correctional Officers Supervisor's Telephone No.: ( 361 ) 279-2705		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 22	Give average # of hours worked per week if part-time:
Mo.	Day	Yr.	Mo.	Day	Yr.				
07	01	2022	12	01	2023	\$ 56450			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensure staffing of Priority One Positions on the Glossbrenner Unit then send Officers to support up to 3 other TDCJ units that are short of staff on a daily basis. Instruct Officers on newly adapted security regulations to ensure that knowledge is gained by Officers being placed in positions of heightened responsibility. Guide a Sergeant with 18 years of TDCJ experience in proper Employee Performance Logs to ensure Officers' shortcomings are addressed and additional training is conducted to correct these shortcomings. Conducted 10 Inmate Protection Investigations in order to stop inmate assaults and a serious incident from occurring. Responded to one emergency where an inmate went through a safety window that resulted in the inmate needing to be transported to local hospital for 60 stitches and 6 staples, causing no delay to life saving procedures and the inmate being off unit for the least amount of time to recover. Supported McConnell Unit with 6 transport trained Officers for 4 days causing unit strength to drop below 100%, having to respond with minimal staff to an electrical fire in 2 Building B Dorm. Working with up to 21 Officers to coordinate time off to make sure that only 10% of the shift is off at any given time per policy. Supported Cotulla Unit twice a month each time as their unit is unable to promote any Lieutenants from within, finishing 10 Inmate protection Investigations, 4 Behavioral Intervention Plan violations, and 15 inmates into Pre-Hearing Detention for various disciplinary reasons. Selected over 250 applicants from the State of Texas to be a member of the new formed Tactical Response Team.

**Specific reason for leaving:** Demoted to move to TLDD - Range Sergeant



Position Title: Lieutenant of Correctional Officers Employer: Texas Department of Criminal Justice - Daniel Unit Mailing Address: 938 South FM 1673 City & State/ZIP: Snyder, TX 79549 Employer's Telephone No.: ( 325 ) 573-1114							Immediate Supervisor Name: Kevin Hoover Title: Captain of Correctional Officers Supervisor's Telephone No.: ( 325 ) 573-1114		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	If supervisory, number of employees you supervised: 13		
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-managerial <input type="checkbox"/>			
02	01	2022	07	01	2022	\$ 56400	Supervisory/Managerial <input checked="" type="checkbox"/>			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensure staffing numbers are met to cover all category 1 positions, if unable to coordinate with other units to increase staffing for shifts. Oversee unit operations during day and night shift with little to no delay in unit operations. Supervise 10 officers and 3 Sergeants of Correctional Officers by providing direction, unannounced rounds, performance logs, and submit sublevel performance for punishment to unit administration. Approved time off request to make sure no more than 10% of the shift is scheduled off at one time to make sure shift staffing needs are met. Instructed shift and shift supervisor on rules, regulations, policies, and procedures to include the newly adapted Behavioral Intervention Plan to certify understanding and compliance. Assign correctional officers to category 1 positions by knowing the capabilities of each officer as to not incorrectly assign staff to positions they are not trained in or would have conflict with other staff or inmates, decreasing the possibility of call ins or use of forces. Instruct Officers to perform tasks and follow up with ones assigned additional tasks to certify tasks are completed correction within a timely manner.

**Specific reason for leaving:** Lateral Promoted to Glossbrenner Unit

Position Title: Sergeant of Correctional Officers Employer: Texas Department of Criminal Justice - Region V Director Office Mailing Address: 304 W. 6th Street City & State/ZIP: Plainview, TX 79072 Employer's Telephone No.: ( 806 ) 296-4500							Immediate Supervisor Name: Michael Turner Title: Assistant Regional Director Supervisor's Telephone No.: ( 806 ) 296-4500		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/>	If supervisory, number of employees you supervised: 8		
Mo.	Day	Yr.	Mo.	Day	Yr.		Non-managerial <input type="checkbox"/>			
04	01	2021	02	01	2022	\$46848	Supervisory/Managerial <input checked="" type="checkbox"/>			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Assisted 7 search team officers and 5 kennel officers in the discovery of over 50 phones and 15 dangerous weapons during the William P. Clements Semi-Annual lockdown: making this unit safer for officers and inmates. Coordinate with Senior Wardens, Contraband Interdiction Team Captain, and an out-of-region Contraband Interdiction Team Lieutenant to streamline the search of a 2250 unit with ECB down to 17 days; less than half of how long it usually takes to search a unit of that size. Stepped up to fill the gap of some of the responsibilities of the Search Team Lieutenant while the current one retired and it was not possible to promote another to that position. Has had no issue with covering the growing and changing mission of the search team while multiple missions occurring at the same time and down 2 search team members. Coordinated with all members of the search team to approve leave request; ensuring that no more than 2 team members were on scheduled leave at any given time so that the mission did not suffer from lack of staff. Lead the semi-annual lockdown search efforts at Mark W. Michael unit that is out of region that comprised of 2 dog kennel teams, 2 search teams, and all of Michael unit H card officers to find the largest amount of dangerous contraband during one comprehensive search of that unit. Excelled at the task of utilizing the Region V Search Team to supplement staffing issues at the Price Daniel Unit, ensuring normal daily schedule was able to run smoothly, helped unit officers keep inmate's standards, and increase staff on unit to prevent use of force or assaults from occurring.

**Specific reason for leaving:** Promoted to Lieutenant of Correctional Officers at the Price Daniel Unit

Position Title: Sergeant of Correctional Officers Employer: Texas Department of Criminal Justice - Clements Unit Mailing Address: 9601 N. 24th Ave City & State/ZIP: Amarillo, TX 79107 Employer's Telephone No.: ( 806 ) 381-7080						Immediate Supervisor Name: Shane Hembree Title: Assistant Regional Director Supervisor's Telephone No.: ( 806 ) 296-4500		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 8	
Mo.	Day	Yr.	Mo.	Day	Yr.				
01	01	2021	04	01	2021	\$46873			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervise 8 Correctional officers in the search techniques used by the FBI and BATFE to further their knowledge on search techniques and ensure 100% of the area is searched so that no contraband is overlooked. Coordinate with Regional Directors and Warden out of my region to ensure that correct amount of personnel are on unit during the Annual Lockdown searches. Recognized by Region II Regional Director for my efforts in minimizing the amount of contraband on Coffield Unit during a multi-regional search. Responded to 6 ICS situations on William P. Clements unit to provide support to Correctional Officers and Inmates under abnormal situations. Instrumental in the Region V Search Teams locating dangerous contraband to include cell phones, shanks, and illegal drugs inside a penal institution while supporting missions at Coffield and Robinson Unit; both units outside the Region V area of operation. Had 2 Correctional officers recognized by Senior Wardens for the amount of dangerous contraband they were able to locate during unit's semi-annual lockdowns.

**Specific reason for leaving:** Laterally transferred to Region V Search Team Sergeant

Position Title: Correctional Officer IV - Region V Search Team Employer: Texas Department of Criminal Justice - Region V Director Office Mailing Address: 304 W. 6th Street City & State/ZIP: Plainview, TX 79072 Employer's Telephone No.: ( 806 ) 296-4500						Immediate Supervisor Name: Carlos Martinez Title: Sergeant of Correctional Officers Supervisor's Telephone No.: ( 806 ) 296-4500		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:	
Mo.	Day	Yr.	Mo.	Day	Yr.				
06	01	2020	01	01	2021	\$39411			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Perform emergency response to TDCJ Units in the event of a natural disaster or offender situation. Conduct searches of units to find dangerous, non-dangerous, or paper contraband. Prevent the spread of COVID-19 by performing electrostatic spraying of Region V units. Pick up then deliver COVID-19 supplies throughout the Panhandle of Texas. Recognized by Assistant Regional Director Hembree and Assistant Regional Director Guess for my abilities to repair the electrostatic sprayers and teach Region V Correctional Officers proper spray techniques to combat COVID-19. Responded to Mark W. Stiles unit at moment's notice to prepare unit and ensure a 2250 unit was staffed prior to and during Hurricane Lauren.

**Specific reason for leaving:** Promoted to Sergeant of Correctional Officers Clements Unit



Position Title: Correctional Officer IV Employer: Texas Department of Criminal Justice - Clements Unit Mailing Address: 9601 N. 24th Ave City & State/ZIP: Amarillo, TX 79107 Employer's Telephone No.: ( 806 ) 381-7080						Immediate Supervisor Name: Hector Cortez Title: Lieutenant of Correctional Officers Supervisor's Telephone No.: ( 806 ) 381-7080		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:	
Mo.	Day	Yr.	Mo.	Day	Yr.				
11	17	2018	06	01	2020	\$39411			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensure the safety of up to 144 offenders by conducting safety rounds every 30 minutes. Check the accuracy of offender counts to confirm that no offender is missing at any given time during the day. Search for contraband to make sure offenders are in compliance and safe. Restrain and secure assaultive offenders to limit the possibility of more officers being assaulted. Transport offenders to hospital for medical treatment. Stay up to date on the rules, regulations, and standard operating procedures of the Texas Dept. of Criminal Justice. Selected to be one of eight members of Region V Search Team: a highly specialized team to travel to other prisons to conduct contraband searches in order to preserve institutional safety.

**Specific reason for leaving:** Laterally moved to Region V Search Team

Position Title: Explosive Ordnance Disposal Platoon Sergeant 89D30 Employer: United States Army - 705th EOD CO Mailing Address: 3250 F Ave City & State/ZIP: Fort Polk, LA 71459 Employer's Telephone No.: ( 337 ) 531-5508						Immediate Supervisor Name: Brett Hinds Title: Platoon Leader Supervisor's Telephone No.:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 13	
Mo.	Day	Yr.	Mo.	Day	Yr.				
01	01	2017	09	29	2018	\$72890			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensured 3 Explosive Ordnance Disposal teams were properly trained and equipped to conduct Improvised Explosive Device and Unexploded Ordnance responses in 64 Parishes in Louisiana, 82 Counties in Mississippi, 38 Counties in Texas, and 15 Counties in Arkansas. Conducted 3 VIP mission in support of the President of the United States at a moment's notice. Observed and trained 6 EOD teams at Fort Irwin National Training Center as part of their deployment training requirement, to ensure valuable knowledge was passed down to junior team leaders gearing up for a 9-month deployment. Created and executed a program to transition my responsibilities to the incoming Platoon Sergeant so that no time was lost in information gathering when requested from command team. Conducted interagency response with local, state, and federal agencies to Mississippi when a Marine Corps. KC-130T crash landed with 16 Marines on board and carrying several tonnes of explosives.

**Specific reason for leaving:** Medically Retired from the United States Army



Position Title: Explosive Ordnance Disposal First Sergeant 89D40  
Employer: United States Army - 705th EOD CO  
Mailing Address: 3205 F Ave  
City & State/ZIP: Fort Polk, LA 71459  
Employer's Telephone No.: ( 337 ) 531-5508

Immediate Supervisor Name:  
Chad Winters  
Title:  
First Sergeant

Full-Time ☒  
Part-Time ☐  
Summer ☐  
Temp/Project ☐

Starting Date			Leaving Date			Current/ Final Salary	Technical Non-manual <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 25	Give average # of hours worked per week if part-time:
Mo.	Day	Yr.	Mo.	Day	Yr.				
03	01	2016	01	01	2017	\$ 82236			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Lead and trained 25 Soldiers to include 2 supervisors of supervisors and 5 supervisors through various Soldier Skills and EOD tasks to ensure a timely response throughout our large response area. Commanded over the company during 158 responses in 9 months with no loss of life or property due to explosive hazards or explosive techniques. Supervised 41 EOD incidents as the Duty Officer or Team Leader while safely clearing 777 various pieces of unexploded ordnance. Mentored 15 peers to achieve career progressing team leader certification before their deadlines. Recommended the punishment for 2 soldiers who failed drug test, 3 soldiers who failed to meet body composition standards, and 2 soldiers who failed to meet physical fitness standards; ensuring that these soldiers and other soldiers were motivated to achieve their best. Certified that all Soldiers qualified on their primary assigned weapon and secondary assigned weapon to stay deployment ready and avoid any Soldier from receiving punishment for substandard performance. Knowledgeable on local, state, and federal laws regarding the transportation of class 1 explosives to include high explosives during an emergency response to include applicable EPA laws during the disposal of hazardous materials. Set company training goals, objectives, and moral goals for all Soldiers to follow so that unit readiness did not deteriorate, or focus was not shifted off the mission. Vital in the problem-solving discussions on emergency response to include the multi-team response to Camp Minden in 2016 and the multi-unit response to United States Marine Corps KC-130 crash in Mississippi in 2017. Both responses requiring over 300-man hours in dangerous environments. Organize with local and state law enforcement agencies to provide Unexploded Ordnance classes and details on emergency response routes, disposal areas, and planned escorts for vehicles carrying abnormal amounts of class 1 explosives. Organized and directed up to 2 platoons or 20 soldiers with detailed instructions to accomplish missions that spanned several weeks with no complete mission failures recorded.

**Specific reason for leaving:** Unit Redeployed from Iraq

Position Title: CBRNE Analytical and Remediation Activity NCOIC 89D30  
Employer: United States Army - CARA  
Mailing Address: Camp Arifjan, Kuwait  
City & State/ZIP: Camp Arifjan, Kuwait  
Employer's Telephone No.: ( 318 ) 480-0722

Immediate Supervisor Name:  
Richard Trombly  
Title:  
Lab Director  
Supervisor's Telephone No.:

Full-Time ☒  
Part-Time ☐  
Summer ☐  
Temp/Project ☐

Starting Date			Leaving Date			Current/ Final Salary	Technical Non-manual <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 4	Give average # of hours worked per week if part-time:
Mo.	Day	Yr.	Mo.	Day	Yr.				
11	01	2015	03	01	2016	\$ 90192			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Deployed a Heavy CBRNE Analytical and Remediation Activity unit that included chemical and biological testing equipment to Kuwait to give Commanders on the frontlines a quicker analysis of attacks being conducted by ISIS insurgents in Iraq. Liaison between CBRNE Analytical and Remediation Activity Scientist and United States Central Command while deployed to Camp Arifjan, Kuwait. Ensured chemical samples were packaged correctly and escorted the samples from forward deployed locations back to laboratory for proper analysis ensuring no contamination to sample or personnel during movement. Ensured an easy arrival of 52d EOD Group who deployed to start up Task Force Atlas, a high headquarters element to oversee EOD Operations in the Middle East. Worked with Forensics Exploitation Team Arifjan, Kuwait for hands on experience while completing degree in Criminal Justice with a Concentration in Forensics from American Military University. Understand and enforce international laws governing the collection, transportation, and storage of chemical weapons to retrieve them from combat zones and escort them to the Kuwait laboratory for analysis.

**Specific reason for leaving:** Redeployed back to the United States



<b>Position Title:</b> Explosive Ordnance Disposal Operations Sergeant 89D30 <b>Employer:</b> United States Army - 705th EOD CO <b>Mailing Address:</b> 3250 F Ave <b>City &amp; State/ZIP:</b> Fort Polk, LA 71459 <b>Employer's Telephone No.:</b> ( 337 ) 531-5508						<b>Immediate Supervisor Name:</b> Carl Flowers <b>Title:</b> First Sergeant S. [REDACTED]		<b>Full-Time</b> <input checked="" type="checkbox"/> <b>Part-Time</b> <input type="checkbox"/> <b>Summer</b> <input type="checkbox"/> <b>Temp/Project</b> <input type="checkbox"/>
<b>Starting Date</b> Mo. Day Yr.			<b>Leaving Date</b> Mo. Day Yr.			<b>Current/</b> <b>Final Salary</b>	<b>Technical</b> <input type="checkbox"/> <b>Non-managerial</b> <input type="checkbox"/> <b>Supervisory/Managerial</b> <input checked="" type="checkbox"/>	Give average # of hours worked per week if part-time:
01 01 2015			11 01 2015			\$ 72890		If supervisory, number of employees you supervised: 9

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

Attended and excelled at Advanced Improvised Device and Disablement course at Eglin Air Force Base, Florida. The course tested my ability to neutralize sophisticated electronic circuitry, large IEDs, and alarms systems. Dispatched 37 EOD teams to support CONUS and OCONUS VIP Missions with a total man hour of 7,459. Selected to train and maintain Army's Command Post of the Future at unit level. This is a command-and-control software system that allows commanders to maintain top sight over the battlefield; collaborate with superiors, peers and subordinates over live data; and communicate their intent. Organized and maintained company's Troops to Task Tracker; allowing the company to maintain 100% accountability of 50 personnel, their man-hours worked and support all tasking from higher. Coordinated the unit's implementation of Explosive Ordnance Disposal Information Management System (EODIMS), a system to track all EOD incidents worldwide. Role included created and managing 49 Soldier accounts, imputing packets, reviewing incident reports for errors, and submitting to higher echelon in a timely manner. Supervised 9 support personnel to advance their Military Occupational Specialties that were different than my own training, resulting in 4 being promoted to the next rank. Planned and implemented a safety standard for 4 small arm ranges to guarantee no injuries that was copied by our sister companies and Battalion headquarters. Collect and analyze data to complete reports for submission to high echelons before suspense dates.

**Specific reason for leaving:** Selected to deploy with CBRNE Analytical and Remediation Activity NCOIC

<b>Position Title:</b> Explosive Ordnance Disposal Team Leader 89D20 <b>Employer:</b> United States Army - 788th EOD CO <b>Mailing Address:</b> 7555 Headquarters Loop <b>City &amp; State/ZIP:</b> Fort Campbell, KY 42223 <b>Employer's Telephone No.:</b> ( 270 ) 798-7173						<b>Immediate Supervisor Name:</b> Jud Faust <b>Title:</b> First Sergeant [REDACTED]		<b>Full-Time</b> <input checked="" type="checkbox"/> <b>Part-Time</b> <input type="checkbox"/> <b>Summer</b> <input type="checkbox"/> <b>Temp/Project</b> <input type="checkbox"/>
<b>Starting Date</b> Mo. Day Yr.			<b>Leaving Date</b> Mo. Day Yr.			<b>Current/</b> <b>Final Salary</b>	<b>Technical</b> <input type="checkbox"/> <b>Non-managerial</b> <input type="checkbox"/> <b>Supervisory/Managerial</b> <input checked="" type="checkbox"/>	Give average # of hours worked per week if part-time:
						\$		If supervisory, number of employees you supervised: 3

**Summary of experience including special training/skills/qualifications you have used in the performance of this job:**

Completed Advanced and Senior level management courses to further my career and leadership abilities. Completed the United States Bureau of Alcohol, Tobacco, Firearms, and Explosives Homemade Explosives Course held at Redstone Arsenal, Alabama. Instrumental in a successful information exchange with Lebanese EOD Techs to further both countries knowledge on Improvised Explosive Devices that are found in their region and their knowledge on defeating them. Assisted with the United States draw down in Iraq, ensuring Kuwaiti ASPs did not go over their allowed Net Explosive Weight limit by destroying 11 million explosive items saving the government the associated cost of ship these items back stateside. Lead a small contingency in Qatar away from higher headquarters with no supervision. Detachment was tasked with base response, training of Military Police in vehicle search techniques, and training all Soldiers in threat awareness and IED classes during in processing. Certified as an Equal Opportunity Leader and Unit Victim Advocate. Trained over 250 Soldiers Equal Opportunity and Sexual Harassment/Assault classes quarterly to ensure compliance with the Army's Policies and Regulations. Recording 0 reports across multiple companies during multiple years of certifications. Vital in Rockford Police Department and Winnebago County Sheriff, Illinois in a investigation against a suspect who was found with a live high explosive M430 40mm grenade. Assisted with X-rays interpretations, net explosive weight of item, and the final destruction of ordnance item. Forward deployed to Iraq to conduct base response for the United States State Department, ensuring all personnel were safe and that their daily activities were not affected by long response times due to suspicious packages. Able to complete a degree in Explosive Ordnance Disposal during two deployments: one to Afghanistan and one to Kuwait. Completed Nuclear Ordnance Course that emphasized nuclear theory, nuclear safety, first responder's role, and proper collection techniques. Counseled 5 soldiers monthly on their achievements or any substandard performance they might have had and the proper steps to ensure that they meet standards in the future so that they would not be recommended for administrative punishment. Trained 3 team members in the Army standard rifle qualification then ensured 100% first time go to increase unit readiness. Tasks as Range Safety Officer of 20 small arms ranges and 15 demolition ranges finishing with a safety record of no reportable injuries.

**Specific reason for leaving:** Promoted to Sergeant First Class

Position Title: Explosive Ordnance Disposal Team Member 89D10 Employer: United States Army - 720th EOD CO Mailing Address: Spinelli Barracks City & State/ZIP: Mnnheim, DE 09166 Employer's Telephone No.: ( 904 ) 614-1075						Immediate Supervisor Name: Beau Martindale Title: Platoon Sergeant Supervisor's Telephone No.: [REDACTED]		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.			
08	01	2005	01	01	2010	\$ 58177		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Responded to 2 real life incidents where United States Munitions ended up in the possession of German citizens. Furthered my knowledge in Explosive and Explosive Effects by attending the United States Federal Bureau of Investigations Post Blast Course. Conducted 3 Multinational exercises with German Explosive Ordnance Disposal Technicians and 1 Unexploded Munitions fire exercises with Romanian Explosive Ordnance Disposal Technicians. Graduated Basic Explosive Ordnance Disposal School at Eglin Air Force Base in September 2006, Class 06-40N.

**Specific reason for leaving:** Prompted to Staff Sergeant

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.: (    )						Immediate Supervisor Name:  Title:  Supervisor's Telephone No.: (    )		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.	\$		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**Specific reason for leaving:**



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Andersen Eric Jasen 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED] STATE: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☒ No ☐  
If yes, give unit(s)/department(s) and dates: November 2018 to present
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment [REDACTED]
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason:  
[REDACTED]
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☐
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  
Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: [REDACTED]
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s) [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s) [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation? [REDACTED]  
If yes, provide the name of the offender(s) [REDACTED]
- 12e. Have you corresponded in the past year with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s) [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: \_\_\_\_\_  
b. Position or positions you held in the organization: \_\_\_\_\_  
c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### **The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:**

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### **Important Note**

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

*Continued on next page*

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: 07/01/2025 \_\_\_\_\_



## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).



# ERIC JASEN ANDERSEN

[eric.andersen@tdcj.texas.gov](mailto:eric.andersen@tdcj.texas.gov)

## EXPERIENCE

**DECEMBER 01, 2023 – PRESENT**

**SERGEANT OF CORRECTIONAL OFFICERS,** TEXAS DEPARTMENT OF CRIMINAL JUSTICE – REGION IV FIRING RANGE INSTRUCTOR, TDCJ TACTICAL RESPONSE TEAM LEADER, LESS-LETHAL COORDINATOR

Ensure range safety is observed by over 600 Supervisors, Correctional Officers, and Cadets on the Region IV range at all times with zero reported accidents or injuries under my supervision. Instruct Supervisors to include Regional Directors, Assistant Regional Directors, Wardens, Assistant Wardens, Majors, and below on the proper firearms techniques to ensure that all qualify on TDCJ weapons systems to meet ACA standards. Teach specialty classes such as Munition Instructor, Public Medical Transport Officer, Quick Response Training, and Close Quarters Combat to TDCJ staff members that have shown an enhanced skill level to receive this training. Selected over 5 other TDCJ employees to be the Tactical Response Team Region IV Team Leader. Selected over 35 Supervisors and Correctional Officers to be one of two TDCJ Less-Lethal Instructors for the entire state. Chosen to travel to compete with 9 other Supervisors and Correctional Officers in the West Virginia Mock Prison Riots for FY24 and FY25. Assisted in the team tying 16th for the first year it has even competed, and 9th place the second year. Created the FY25 40-hour Quick Response Training Course for all TDCJ staff to complete to enhance their knowledge on the Behavioral Intervention Plan and Response team procedures. Accounted for over \$110,000 worth of ammunition and over 110 weapon systems at the Beeville Training Academy with no loss reported. Responded to 3 Regional Level and 3 State Level Response as part of the Tactical Response Team to help assist units to bring that respective institution back under control for the wardens. Conducted 1 High Profile Transport to take inmate to District Court with no incidents. Conducted 10 specialty classes each quarter for 7 quarters with no injuries or loss of equipment resulting in knowledge increase of over 200 TDCJ Staff Members while continuing a PhD in Criminal Justice. Selected to be the Texas Department of Criminal Justice Region IV Tactical Response Team Team Leader when the previous Team Leader was unable to perform their duties.

**FEBRUARY 01, 2022 – NOVEMBER 30, 2023**

**LIEUTENANT OF CORRECTIONAL OFFICERS,** TEXAS DEPARTMENT OF CRIMINAL JUSTICE – PRICE DANIELS AND ERNESTINE GLOSSBRENNER UNIT

Ensure staffing of Priority One Positions on the Glossbrenner Unit then send Officers to support up to 3 other TDCJ units that are short of staff on a daily basis. Instruct Officers on newly adapted security regulations to ensure that knowledge is gained by Officers being placed in positions of heightened responsibility. Guide a Sergeant with 18 years of TDCJ experience in proper Employee Performance Logs to ensure Officers' shortcomings are addressed and additional training is conducted to correct these shortcomings. Conducted 10 Inmate Protection Investigations in order to stop inmate assaults and a serious incident from occurring. Responded to one emergency where an inmate went through a safety window that resulted in the inmate needing to be transported to local hospital for 60 stitches and 6 staples, causing no

delay to life saving procedures and the inmate being off unit for the least amount of time to recover. Supported McConnell Unit with 6 transport trained Officers for 4 days causing unit strength to drop below 100%, having to respond with minimal staff to an electrical fire in 2 Building B Dorm. Working with up to 21 Officers to coordinate time off to make sure that only 10% of the shift is off at any given time per policy. Supported Cotulla Unit twice a month each time as their unit is unable to promote any Lieutenants from within, finishing 10 Inmate protection Investigations, 4 Behavioral Intervention Plan violations, and 15 inmates into Pre-Hearing Detention for various disciplinary reasons. Selected over 250 applicants from the State of Texas to be a member of the new formed Tactical Response Team.

Ensure staffing of Priority One Positions on the Glossbrenner Unit then send Officers to support up to 3 other TDCJ units that are short of staff on a daily basis. Instruct Officers on newly adapted security regulations to ensure that knowledge is gained by Officers being placed in positions of heightened responsibility. Guide a Sergeant with 18 years of TDCJ experience in proper Employee Performance Logs to ensure Officers' shortcomings are addressed and additional training is conducted to correct these shortcomings. Conducted 10 Inmate Protection Investigations in order to stop inmate assaults and a serious incident from occurring. Responded to one emergency where an inmate went through a safety window that resulted in the inmate needing to be transported to local hospital for 60 stitches and 6 staples, causing no delay to life saving procedures and the inmate being off unit for the least amount of time to recover. Supported McConnell Unit with 6 transport trained Officers for 4 days causing unit strength to drop below 100%, having to respond with minimal staff to an electrical fire in 2 Building B Dorm. Working with up to 21 Officers to coordinate time off to make sure that only 10% of the shift is off at any given time per policy. Supported Cotulla Unit twice a month each time as their unit is unable to promote any Lieutenants from within, finishing 10 Inmate protection Investigations, 4 Behavioral Intervention Plan violations, and 15 inmates into Pre-Hearing Detention for various disciplinary reasons. Selected over 250 applicants from the State of Texas to be a member of the new formed Tactical Response Team.

JANUARY 01, 2021 – JANUARY 31, 2022

**SERGEANT OF CORRECTIONAL OFFICERS, TEXAS DEPARTMENT OF CRIMINAL JUSTICE – WILLIAM P. CLEMENTS UNIT AND REGION V SEARCH TEAM**

Assisted 7 search team officers and 5 kennel officers in the discovery of over 50 phones and 15 dangerous weapons during the William P. Clements Semi-Annual lockdown: making this unit safer for officers and inmates. Coordinate with Senior Wardens, Contraband Interdiction Team Captain, and an out-of-region Contraband Interdiction Team Lieutenant to streamline the search of a 2250 unit with ECB down to 17 days; less than half of how long it usually takes to search a unit of that size. Stepped up to fill the gap of some of the responsibilities of the Search Team Lieutenant while the current one retired and it was not possible to promote another to that position. Has had no issue with covering the growing and changing mission of the search team while multiple missions occurring at the same time and down 2 search team members. Coordinated with all members of the search team to approve leave request; ensuring that no more than 2 team members were on scheduled leave at any given time so that the mission did not suffer from lack of staff. Lead the semi-annual lockdown search efforts at Mark W. Michael unit that is out of region that comprised of 2 dog kennel teams, 2 search teams, and all of Michael unit H card officers to find the largest amount of dangerous contraband during one comprehensive search of that unit. Excelled at the task of utilizing the Region V Search Team to supplement staffing issues at the Price Daniel Unit, ensuring normal daily schedule was able to run smoothly, helped unit officers keep inmate's standards, and increase staff on unit to prevent use of force or assaults from occurring.



Supervise 8 Correctional officers in the search techniques used by the FBI and BATFE to further their knowledge on search techniques and ensure 100% of the area is searched so that no contraband is overlooked. Coordinate with Regional Directors and Warden out of my region to ensure that correct amount of personnel are on unit during the Annual Lockdown searches. Recognized by Region II Regional Director for my efforts in minimizing the amount of contraband on Coffield Unit during a multi-regional search. Responded to 6 ICS situations on William P. Clements unit to provide support to Correctional Officers and Inmates under abnormal situations. Instrumental in the Region V Search Teams locating dangerous contraband to include cell phones, shanks, and illegal drugs inside a penal institution while supporting missions at Coffield and Robinson Unit; both units outside the Region V area of operation. Had 2 Correctional officers recognized by Senior Wardens for the amount of dangerous contraband they were able to locate during unit's semi-annual lockdowns.

NOVEMBER 18, 2018 – DECEMBER 31, 2020

**CORRECTIONAL OFFICER IV, TEXAS DEPARTMENT OF CRIMINAL JUSTICE – WILLIAM P. CLEMENTS UNIT AND REGION V SEARCH TEAM**

Perform emergency response to TDCJ Units in the event of a natural disaster or offender situation. Conduct searches of units to find dangerous, non-dangerous, or paper contraband. Prevent the spread of COVID-19 by performing electrostatic spraying of Region V units. Pick up then deliver COVID-19 supplies throughout the Panhandle of Texas. Recognized by Assistant Regional Director Hembree and Assistant Regional Director Guess for my abilities to repair the electrostatic sprayers and teach Region V Correctional Officers proper spray techniques to combat COVID-19. Responded to Mark W. Stiles unit at moment's notice to prepare unit and ensure a 2250 unit was staffed prior to and during Hurricane Lauren.

Ensure the safety of up to 144 offenders by conducting safety rounds every 30 minutes. Check the accuracy of offender counts to confirm that no offender is missing at any given time during the day. Search for contraband to make sure offenders are in compliance and safe. Restrain and secure assaultive offenders to limit the possibility of more officers being assaulted. Transport offenders to hospital for medical treatment. Stay up to date on the rules, regulations, and standard operating procedures of the Texas Dept. of Criminal Justice. Selected to be one of eight members of Region V Search Team: a highly specialized team to travel to other prisons to conduct contraband searches in order to preserve institutional safety.

AUGUST 05, 2005 – SEPTEMBER 30, 2018

**EXPLOSIVE ORDNANCE DISPOSAL TECHNICIAN, UNITED STATES ARMY**

Ensured 3 Explosive Ordnance Disposal teams were properly trained and equipped to conduct Improvised Explosive Device and Unexploded Ordnance responses in 64 Parishes in Louisiana, 82 Counties in Mississippi, 38 Counties in Texas, and 15 Counties in Arkansas. Conducted 3 VIP mission in support of the President of the United States at a moment's notice. Observed and trained 6 EOD teams at Fort Irwin National Training Center as part of their deployment training requirement, to ensure valuable knowledge was passed down to junior team leaders gearing up for a 9-month deployment. Created and executed a program to transition my responsibilities to the incoming Platoon Sergeant so that no time was lost in information gathering when requested from command team. Conducted interagency response with local, state, and federal agencies to Mississippi when a Marine Corps. KC-130T crash landed with 16 Marines on board and carrying several tonnes of explosives.



Lead and trained 25 Soldiers to include 2 supervisors of supervisors and 5 supervisors through various Soldier Skills and EOD tasks to ensure a timely response throughout our large response area. Commanded over the company during 158 responses in 9 months with no loss of life or property due to explosive hazards or explosive techniques. Supervised 41 EOD incidents as the Duty Officer or Team Leader while safely clearing 777 various pieces of unexploded ordnance. Mentored 15 peers to achieve career progressing team leader certification before their deadlines. Recommended the punishment for 2 soldiers who failed drug test, 3 soldiers who failed to meet body composition standards, and 2 soldiers who failed to meet physical fitness standards; ensuring that these soldiers and other soldiers were motivated to achieve their best. Certified that all Soldiers qualified on their primary assigned weapon and secondary assigned weapon to stay deployment ready and avoid any Soldier from receiving punishment for substandard performance. Knowledgeable on local, state, and federal laws regarding the transportation of class 1 explosives to include high explosives during an emergency response to include applicable EPA laws during the disposal of hazardous materials. Set company training goals, objectives, and moral goals for all Soldiers to follow so that unit readiness did not deteriorate, or focus was not shifted off the mission. Vital in the problem-solving discussions on emergency response to include the multi-team response to Camp Minden in 2016 and the multi-unit response to United States Marine Corps KC-130 crash in Mississippi in 2017. Both responses requiring over 300-man hours in dangerous environments. Organize with local and state law enforcement agencies to provide Unexploded Ordnance classes and details on emergency response routes, disposal areas, and planned escorts for vehicles carrying abnormal amounts of class 1 explosives. Organized and directed up to 2 platoons or 20 soldiers with detailed instructions to accomplish missions that spanned several weeks with no complete mission failures recorded.

Deployed a Heavy CBRNE Analytical and Remediation Activity unit that included chemical and biological testing equipment to Kuwait to give Commanders on the frontlines a quicker analysis of attacks being conducted by ISIS insurgents in Iraq. Liaison between CBRNE Analytical and Remediation Activity Scientist and United States Central Command while deployed to Camp Arifjan, Kuwait. Ensured chemical samples were packaged correctly and escorted the samples from forward deployed locations back to laboratory for proper analysis ensuring no contamination to sample or personnel during movement. Ensured an easy arrival of 52d EOD Group who deployed to start up Task Force Atlas, a high headquarters element to oversee EOD Operations in the Middle East. Worked with Forensics Exploitation Team Arifjan, Kuwait for hands on experience while completing degree in Criminal Justice with a Concentration in Forensics from American Military University. Understand and enforce international laws governing the collection, transportation, and storage of chemical weapons to retrieve them from combat zones and escort them to the Kuwait laboratory for analysis.

Attended and excelled at Advanced Improvised Device and Disablement course at Eglin Air Force Base, Florida. The course tested my ability to neutralize sophisticated electronic circuitry, large IEDs, and alarms systems. Dispatched 37 EOD teams to support CONUS and OCONUS VIP Missions with a total man hour of 7,459. Selected to train and maintain Army's Command Post of the Future at unit level. This is a command-and-control software system that allows commanders to maintain top sight over the battlefield; collaborate with superiors, peers and subordinates over live data; and communicate their intent. Organized and maintained company's Troops to Task Tracker; allowing the company to maintain 100% accountability of 50 personnel, their man-hours worked and support all tasking from higher. Coordinated the unit's implementation of Explosive Ordnance Disposal Information Management System (EODIMS), a system to track all EOD incidents worldwide. Role included created and managing 49 Soldier



accounts, imputing packets, reviewing incident reports for errors, and submitting to higher echelon in a timely manner. Supervised 9 support personnel to advance their Military Occupational Specialties that were different than my own training, resulting in 4 being promoted to the next rank. Planned and implemented a safety standard for 4 small arm ranges to guarantee no injuries that was copied by our sister companies and Battalion headquarters. Collect and analyze data to complete reports for submission to high echelons before suspense dates.

Completed Advanced and Senior level management courses to further my career and leadership abilities. Completed the United States Bureau of Alcohol, Tobacco, Firearms, and Explosives Homemade Explosives Course held at Redstone Arsenal, Alabama. Instrumental in a successful information exchange with Lebanese EOD Techs to further both countries knowledge on Improvised Explosive Devices that are found in their region and their knowledge on defeating them. Assisted with the United States draw down in Iraq, ensuring Kuwaiti ASPs did not go over their allowed Net Explosive Weight limit by destroying 11 million explosive items saving the government the associated cost of ship these items back stateside. Lead a small contingency in Qatar away from higher headquarters with no supervision. Detachment was tasked with base response, training of Military Police in vehicle search techniques, and training all Soldiers in threat awareness and IED classes during in processing. Certified as an Equal Opportunity Leader and Unit Victim Advocate. Trained over 250 Soldiers Equal Opportunity and Sexual Harassment/Assault classes quarterly to ensure compliance with the Army's Policies and Regulations. Recording O reports across multiple companies during multiple years of certifications. Vital in Rockford Police Department and Winnebago County Sherriff, Illinois in a investigation against a suspect who was found with a live high explosive M430 40mm grenade. Assisted with X-rays interpretations, net explosive weight of item, and the finial destruction of ordnance item. Forward deployed to Iraq to conduct base response for the United States State Department, ensuring all personnel were safe and that their daily activities were not affected by long response times due to suspicious packages. Able to complete a degree in Explosive Ordnance Disposal during two deployments: one to Afghanistan and one to Kuwait. Completed Nuclear Ordnance Course that emphasized nuclear theory, nuclear safety, first responder's role, and proper collection techniques. Counseled 5 soldiers monthly on their achievements or any substandard performance they might have had and the proper steps to ensure that they meet standards in the future so that they would not be recommended for administrative punishment. Trained 3 team members in the Army standard rifle qualification then ensured 100% first time go to increase unit readiness. Tasks as Range Safety Officer of 20 small arms ranges and 15 demolition ranges finishing with a safety record of no reportable injuries.

Responded to 2 real life incidents where United States Munitions ended up in the possession of German citizens. Furthered my knowledge in Explosive and Explosive Effects by attending the United States Federal Bureau of Investigations Post Blast Course. Conducted 3 Multinational exercises with German Explosive Ordnance Disposal Technicians and 1 Unexploded Munitions fire exercises with Romanian Explosive Ordnance Disposal Technicians. Graduated Basic Explosive Ordnance Disposal School at Eglin Air Force Base in September 2006, Class 06-40N.

## EDUCATION

CURRENT - MAY 2028

**PHD OF PHILOSOPHY STUDENT, CRIMINAL JUSTICE,** TEXAS A&M INTERNATIONAL UNIVERSITY



Accepted into the 4<sup>th</sup> Cohort with 3 other Students, Will concentrate my research on the growing trend of Correctional Officers bringing in dangerous contraband into a penal institute. Expected graduation May 2028. GPA of 3.167 after finishing 18 hours of Doctorial schoolwork.

**FEBRUARY 2024**

**MASTER OF ARTS, LEGAL STUDIES, AMERICAN MILITARY UNIVERSITY**

Graduated with a GPA of 3.7157. Recognized for high GPA by earning a spot on the Fourth Quarter 2023 Dean's List.

**OCTOBER 2022**

**MASTER OF ART, CRIMINAL JUSTICE, AMERICAN MILITARY UNIVERSITY**

Finished with a 3.555 GPA while holding a position of Sergeant of Correctional Officers of a Regional Search Team that traveled throughout Texas during COVID-19.

**AUGUST 2016**

**BACHELOR OF SCIENCE, CRIMINAL JUSTICE, AMERICAN MILITARY UNIVERSITY**

Major coursework in Forensics courses to include Fingerprint Analysis, Blood spatter Pattern Analysis, Voice Stress Analysis, DNA in the Criminal Justice System, and Firearms Forensics Investigation.

## **SKILLS**

- Able to clearly speak clear instructions.
- Personally driven to achieve advanced education.
- Write or type clearly for students to understand.
- Active listener to ensure details are not missed.

## **REFERENCES**

Available upon request.





**College of Arts and Sciences**  
**Department of Social Sciences**

Dear Ms. Ortega,

I am writing to offer my recommendation for Eric Jasen Andersen for the position of Executive Director with the Texas Department of Criminal Justice. As an Associate Professor and Co-Director of the Criminal Justice Programs at Texas A&M International University, I have had the pleasure of working closely with Jasen as part of our Ph.D. in Criminal Justice program. He has taken several courses with me. Jasen is doing well in the program and is liked by both faculty and peers for his thoughtful contributions to class discussions and his commitment to learning.

In addition to his academic progress, Jasen brings with him substantial real-world experience in the field of corrections and public administration, which makes him a strong fit for this leadership role. His extensive background, as highlighted in his resume, showcases his ability to manage operations, lead diverse teams, and adapt to the evolving challenges of correctional administration, all these are skills that align directly with the essential functions outlined in the job posting.

What sets Jasen apart is his steady leadership style, his capacity to think strategically, and his dedication to public service. He understands the importance of balancing organizational goals with the ethical considerations of criminal justice work, and I am confident in his ability to represent the Texas Department of Criminal Justice with integrity, vision, and excellence.

I'd like to recommend Jasen for this role without reservation. Please feel free to contact me should you require any additional information.

Sincerely, *Fei Luo* 7/5/2025

Fei Luo, Ph.D.  
Associate Professor of Criminal Justice  
Department of Social Sciences  
Texas A&M International University

[Redacted]  
[Redacted]



July 9, 2025

Ms. Brittni Ortega  
Texas Board of Criminal Justice  
Brittni.Ortega@tdcj.texas.gov

Dear Ms. Ortega,

I enthusiastically recommend Mr. Eric Jasen Andersen for the Texas Department of Criminal Justice Executive Director position. During his doctoral studies, he excelled in two of my highly demanding seminars, *Terrorism* and *Advanced Research Methods*. He earned the highest grades in each due to meticulous research design, clear analytic writing, and the ability to simplify complex statistical findings for practitioners.

His presence set the intellectual tone of every session, beyond grades. He routinely asked penetrating questions connecting cutting-edge terrorism theory to real-world correctional challenges. Peers gravitated to him because he listens, weighs evidence, and advances the conversation with insight. This combination of humility and authority is rare in classrooms and will serve the Board well in volatile hearings and briefings.

His professional résumé, showcasing sustained leadership in large correctional systems, confirms my observations. He manages people like data, with clarity of purpose and measurable outcomes. Colleagues describe him as a principled researcher, protecting civil liberties while meeting security needs. These qualities align with the statutory charge, demanding unflinching compliance oversight, budget execution, and coordinated emergency response across vast areas.

His temperament warrants explicit mention. He demonstrates remarkable composure in high-stakes discussions, which is crucial for leadership in complex bureaucratic structures. His approachability to peers proves that front-line personnel will foster open communication and trust. In an agency under constant public scrutiny, this blend of steadfast leadership and inclusive engagement is foundational for transforming operational continuity into sustained organizational learning and continuous improvement.

I wholeheartedly recommend Mr. Eric Jasen Andersen without reservation. Please feel free to contact me directly at [REDACTED] if you require further information.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Huseyin Cinoglu', with a stylized flourish at the end.

Huseyin Cinoglu, Ph.D.  
Associate Professor of Criminal Justice  
Department of Social Sciences  
Texas A&M International University  
[REDACTED]



07/11/2025

Dear Ms. Ortega,

I am writing to recommend Mr. Eric Jasen Andersen for the position of Executive Director with the Texas Department of Criminal Justice.

My professional relationship with Mr. Andersen began in April 2011 when he was an Explosive Ordnance Disposal Team Leader. As his junior, I was introduced to his leadership style immediately. I found him to be dedicated, professional, intelligent, and efficient. I participated in multiple training operations with Mr. Andersen, which included the Global Anti-Terrorism Operators Response Course in preparation for assignment or response to Nuclear, Chemical, Biological, Radiological, and Explosive incidents around the world. Early in our professional relationship, I was impressed by how well he could adapt to changing situations and emerging threats. His ability to work in a constantly evolving environment and adapt to change remains one of his strongest attributes. I witnessed him respond to multiple real-world explosive incidents. These included everything from ordnance that had been fired within the hour, ordnance that had been sitting on a range or buried since the 1950's, and suspicious packages found in public or private places. I also witnessed how he interacted with other people. His interpersonal skills are another of his exceptional attributes. Even while under overwhelming stress, he can keep his calm, organized thought process and respond to people appropriately. Throughout my time working with him, I saw a quiet professionalism that would serve any organization well. Mr. Andersen not only operated at his assigned level, but he would seek out additional responsibility in order to allow our unit to function more efficiently. Whether this meant adding paperwork to his already considerable workload or teaching and training technicians who were not at his level yet, he did not hesitate to give of himself to make our profession better. As a Team Leader, he stepped in to fill the position of Platoon Sergeant when the need arose. After I left his team, we remained in contact; and I watched him rise through the ranks and achieve a very high mastery of our profession through his dedication and determination.

We have managed to maintain contact in the years following our time in service, and I have followed his time in the Texas Department of Criminal Justice. He rose quickly through the ranks due to his knowledge, professionalism, and ability to adapt. Due to these positive qualities and many others, he would be an excellent choice for the position of Executive Director of the Texas Department of Criminal Justice. His resume and education indicate a deep devotion to protecting others and ensuring the success of the organization he is working with. I feel that it would be difficult to find an individual more highly qualified than Mr. Andersen.

I recommend Eric Jasen Andersen without reservation.

Thank you for your time and consideration in this matter.

Very Respectfully,

A handwritten signature in black ink, appearing to be 'Michael Culbertson', with a long, sweeping horizontal line extending to the right.

Michael Culbertson

Protective Security Specialist

GFS Department of Diplomatic Security

07/11/2025

Dear Ms. Ortega,

I am writing to recommend Eric Jasen Andersen for the Executive Director with Texas Department of Criminal Justice.

I had the pleasure to work with Jasen while deployed in Afghanistan as a fellow EOD (Explosive Ordnance Disposal) member. He remains cool, calm, and collected under pressure. Also, I can recall during deployment he was put into supply for the first time. In one month, the Captain commented on the fact that Jasen was able to do more in a month than the regular supply person did in a year. I believe this is due to Jasen's follow-up on work such as, if something did not arrive he would contact sources to receive updates and work to iron out any wrinkles if need be. Jasen has an eye for detail and fixes anything that appears incorrect.

As a person there was no one in the unit that despised Jasen. His demeanor is her is a task, let's get it done. Jasen is easy to talk to and there have been several occasions I could count on him to listen to when I had issues with anything and would not be pushy about his suggestions. Jasen is someone you can count on and will be there when needed.

Please feel free to reach out to me with any questions.

Sincerely,

*William P. Kiley Jr*

William Paul Kiley Jr. RN



# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print)					First		Middle	
		<b>Andersen</b>		<b>Eric</b>		<b>Jasen</b>				
3. Address		City	State	ZIP Code	4. Daytime Phone		5. Work Phone			
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female		7. Birth Date		8. Ethnic Origin <input checked="" type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races						
9. Veteran <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				

15. How did you first find out about this job?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper _____<br>Name of Newspaper  | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                 | <input type="checkbox"/> 07 - College/University Career Day         | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office       |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                                 |  |
| <input type="checkbox"/> 05 - Television               | <input checked="" type="checkbox"/> 10 - Agency Web Site - Internet |  |

X

*E. Andersen*

07/12/2025

Signature - Applicant

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



## **Christopher Carter**

2 Financial Plaza – Suite 370

Huntsville, Texas 77340

936-437-2811

[Christopher.Carter@tdcj.texas.gov](mailto:Christopher.Carter@tdcj.texas.gov)

### **Experience:**

#### **Director**

#### **Chaplaincy and Volunteer Services Huntsville, Texas**

2024 to Present

#### **Duties:**

- Supervise 177 employees and over 30,000 volunteers
- Collaborate with all TDCJ divisions
- Implement Legislative bills
- Serve as the agency's official for EEO
- Oversee Chaplaincy and Volunteers Services for TDCJ
- Collaborate with other state agencies on programs and services
- All other duties assigned by the Executive Director

### **Experience:**

#### **Director**

#### **Rehabilitation Programs Division Huntsville, Texas**

2020 to 2024

#### **Duties:**

- Supervise 504 employees
- Collaborate with all TDCJ divisions
- Implement Legislative bills
- Serve as the agency's official for EEO
- Oversee implementation of all TDCJ programs
- Collaborate with other state agencies on programs and services
- All other duties assigned by the Executive Director

### **Experience:**

#### **Deputy Division Director**

#### **Rehabilitation Programs Division Huntsville, Texas**

2019 to 2020

#### **Duties:**

- Supervise 520 employees
- Substance Abuse Programs
- Sex Offender Programs (oversight)
- Post-Secondary Education (oversight)
- Chaplaincy / Faith-Based Programs
- Volunteer Services/Special Populations
- Youth Offender Programs
- Restrictive Housing Diversion Programs
- Parole Voted Cognitive Intervention Programs

- Community Liaison for programs
- Capital Equipment Donation Committee Chairperson
- Interagency Coordination Committee Member
- Oversee aftercare programs for continuity of care
- Agency official on employee mediations

**Deputy Division Director**

**Administrative Review and Risk Management Huntsville, Texas**

2017 to 2019

**Duties:**

- Supervise 435 employees
- Work in cooperation with all Divisions in Texas Department of Criminal Justice
- Supervise operations in the ACA/PREA office
- Oversee agency audits in monitoring and standards (Correctional Institution, Parole, Community Supervision)
- Identify, evaluate, and prioritize risks pertaining to the Texas Department of Criminal Justice
- Coordinate and apply resources to monitor, minimize, control the impact of unfortunate events, and conducted incident review boards
- Create Risk Management plans to avoid threats and mitigate the effects of those events which are essentially unavoidable.
- Work in conjunction with the State Fire Marshal's Office
- Work in conjunction with the State Office of Risk Management
- Update agency policies
- Represent TDCJ at ACA panels
- Agency official on employee mediations

**Senior Warden II**

**TDCJ-ID Estelle Unit Huntsville, Texas**

2016 - 2017

**Duties:**

- Supervised 128 correctional supervisors and 900 uniform employees, 125 non-uniform employees, and 3500 offenders
- Assigned to General Population / Medical facility
- Supervised Field Minister Program
- Conducted TDCJ Core Values Training
- Supervised the operations of the facility general population, expansion cellblock, substance abuse punishment facility, regional medical facility, and geriatric facility.
- Facility compliance audit (ACA, Internal, Operational Review, Divisional-Level,

**Senior Warden II**

**TDCJ ID Stiles Unit Beaumont, Texas**

2014-2016

**Duties:**

- Supervised 100 correctional supervisors and 750 security employees, 150 non-uniform employees
- Supervised offender activities – 3000 bed facility



- Managed Kennel program
- Conducted TDCJ Core Values Training at the Academy
- Managed and supervised the operations of the facility general population, Administrative Segregation, and Pre-Service Academy
- ACA audits – Internal, Operational Review, Division-Level

#### **Senior Warden I**

##### **TDCJ ID Clemens Unit Brazoria, Texas**

2013-2014

#### **Duties:**

- Supervised 60 supervisors, 350 security employees, 100 non-uniform employees
- Developed and designed leadership and initiative courses for Sergeants Academy
- Conducted TDCJ Core Values Training at the Academy
- Supervised outside Agriculture Program – cotton production, edible crops, cattle
- Supervised the operations of the facility – 1200 bed to include 300 bed trusty camp
- Youth Offender Program (COURAGE) ages 14-17
- Supervised agriculture operations
- Compliance audits

#### **Senior Warden I**

##### **TDCJ ID San Saba Unit San Saba, Texas**

2012-2013

#### **Duties:**

- Supervised the operations of the facility
- Supervised 100 staff and 600 offenders
- Outside garden program and Windham college program
- Supervised the community service program

#### **Assistant Warden**

##### **TDCJ ID Estelle Unit Huntsville, Texas**

2010-2012

#### **Duties:**

- Assisted the Senior Warden in supervising the operations of the facility
- Supervised department staff, 900 correctional officers, and 3500 offenders
- Trained and instructed agency initiatives and facility-based training programs throughout the agency
  - Armory / Key Control
  - Principals of Supervision
  - Back to Basics
  - Training for Trainers
  - Firearms Instructor
  - Chemical Agents Instructor
  - Correctional Awareness Instructor
  - Carry on Person Chemical Agents Instructor
  - Human Resources Topics for Supervisors

#### **Major of Correctional Officers**

##### **TDCJ ID Gib Lewis Unit Woodville, Texas**

2007-2010



**Duties:**

- Supervised 100 security employees
- Supervised count, feeding, chain activities, uses of force, and other tasks as assigned
- Supervised security staff assigned to outside field operations
- Assigned to supervise Administration Segregation / General Population
- Supervised the unit based Pre-Service and In-Service academy
- Training Academy Instructor
- Facility audits

**Captain of Correctional Officers****TDCJ ID Gib Lewis Unit Woodville, Texas**

2004-2007

**Duties:**

- Supervised 100 security employees
- Supervised count, feeding, chain activities, uses of force, and other tasks as assigned
- Assigned to supervise Administration Segregation / General Population
- Disciplinary Hearing Officer
- Training Academy Instructor
- Facility audits

**Lieutenant of Correctional Officers****TDCJ ID Gib Lewis Unit Woodville, Texas**

2002-2004

**TDCJ ID Polunsky Unit Livingston, Texas**

1999-2002

**Duties:**

- Supervised 100 security employees
- Supervised count, feeding, chain activities, uses of force, and other tasks as assigned
- Assigned to supervise Administration Segregation / General Population
- Principle of Supervision Instructor
- Training Academy Instructor

**Sergeant of Correctional Officers****TDCJ ID Polunsky Unit Livingston, Texas**

1998-1999

**Duties:**

- Supervised 100 security employees
- Supervised count, feeding, chain activities, uses of force, and other tasks as assigned
- Assigned to supervise Administration Segregation / General Population
- Training Academy Instructor

**Correctional Officer****TDCJ ID Polunsky Unit Livingston, Texas**

1996-1998

**Duties:**

- Assigned to cellblocks, pickets, hallways, utility, chain, control picket, turnout, back gate, and AD-10.20
- Counted, fed, and showered offenders on a 2000 bed facility

- Processed incoming and outgoing offenders, from the chain process each day
- Assigned to forced cell move teams and response teams when needed
- Transportation Officer

#### **Correctional Officer**

#### **TDCJ ID Garza East Unit Beeville, Texas**

1995-1996

#### **Duties:**

- Assigned to cellblocks, pickets, hallways, utility, chain, control picket, turnout, back gate, and AD-10.20
- Counted, fed, and showered offenders on a 2000 bed facility
- Processed incoming and outgoing offenders, from the chain process each day
- Assigned to forced cell move teams and response teams when needed

#### **Memberships:**

- American Correctional Association - member
- American Correctional Association - Board of Governors
- Texas Criminal Justice Association – former Vice President, former President
- Texas Correctional Association – Secretary (current)

#### **Training:**

- |                                      |   |
|--------------------------------------|---|
| • FEMA - IS00100                     | • Focused Leadership Academy - 2010   |
| • FEMA - IS00300                     | • Handgun Training Certificate  |
| • FEMA - IS00701.A                   | • Principle of Supervision  |
| • FEMA - IS00800.B                   | • Chemical Agent Certification  |
| • FEMA - IS00200                     | • Firearms Instructor Certification   |
| • FEMA - IS00200.B                   | • TCOLE Jailer Certificate - 2003   |
| • FEMA - IS00700                     | • Governors Executive Development Program – 2016                                |
| • FEMA - IS02200                     | • TLP – Transformative Leadership Program - 2015                                |
| • HR Topics for Supervisors          | • SHSU High Potential Leadership Academy - 2014                                 |
| • Disciplinary Hearing Officer       | • Auditor / Trainer for the American Correctional Association – 2018 to present |
| • Cultural Diversity Training        |   |
| • Chemical Agent Instructor          |   |
| • Training for Staff Trainers        |   |
| • Mid-Management Leadership Training |   |

#### **Education:**

- Angelina College – TCOLE 2003
- Associate Degree – Criminal Justice 2009 / Penn Foster College
- Bachelor of Science Degree – Criminal Justice 2013 / Ashworth University
- Sam Houston State University Leadership Academy 2014-2015
- University of Texas-Lyndon B. Johnson School of Law (Austin, TX) and Adelaide University (Australia) 2015
- Certified Professional Coach 2025 / University of Houston
- Master of Criminal Justice Administration 2025 / Columbia Southern University





Raeanne Hance  
Director of Corrections and Community Organization  
God Behind Bars  
351 E. Hudgins Street  
Grapevine, TX 76501  
[REDACTED]

July 1, 2025

Christopher Carter, Division Director  
Chaplaincy and Volunteer Services Division  
Texas Department of Criminal Justice  
2 Financial Plaza, Suite 370  
Huntsville TX, 77340  
(936) 437-2811  
christopher.carter@tdcj.texas.gov

To Whom It May Concern:

I am pleased to write this reference letter for Mr. Christopher Carter, with whom I have had the pleasure of working with for the past several years. During this time, I have witnessed his exceptional skills in leadership, decision making, organizational skills and implementation of cutting-edge programs. Mr. Carter is kind and passionate yet commands respect and authority.

I have witnessed firsthand, his high standard of work ethics, Mr. Carter, has implemented innovative programs in the prison system, that have helped to make safer environments behind the razor wire, while helping incarcerated men and women return to society as upstanding citizens. Mr. Carter has built amazing Teams with his leadership that have raised the bar within the Texas Criminal Justice System.

Mr. Christopher Carter consistently demonstrated professionalism and a strong commitment to excellence. He would be an asset to any position he seeks. I know without a benefit of the doubt; Mr. Christopher Carter would take TDCJ to a new level of excellence.

Please feel free to contact me at [REDACTED] or [REDACTED] if you need further information.

Sincerely,

*Raeanne Hance*

Global Director/God Behind Bars



## Personal Letter of Reference

Christopher Carter

Texas Department of Criminal Justice

June 30, 2025

To Whom It May Concern:

It is with great honor that I provide a personal reference for Mr. Christopher Carter, an extraordinary leader whose career is a testament to loyalty, vision, and transformative impact. I have had the honor of working alongside Chris and calling him my friend since 2009. Chris is, without question, the epitome of executive-level leadership.

For 30 years, Chris has served the Texas Department of Criminal Justice (TDCJ) with steadfast loyalty to those he leads and serves, both staff and the inmate population. Rising from a correctional officer to Assistant Warden, then Senior Warden of multiple maximum-security prisons, and now serving as Division Director of Chaplaincy and Volunteer Services, his journey is built on allegiance, tenacity, and a deep-rooted commitment to public safety and human dignity.

Chris's rise through the TDCJ ranks is the kind of story leadership textbooks are built on. He began as a young correctional officer with boots on the ground, eyes wide open, and through a tireless work ethic, steadfast character, and sheer excellence, he ascended every uniform rank in the agency. As a Senior Warden, he commanded multiple maximum-security facilities, leading from the front and shaping cultures of accountability, respect, and purpose. His leadership was not about titles, it was about trust.

Now, as the Division Director of the Chaplaincy and Volunteer Services Division, Chris leads one of the most influential and human-centered missions in the agency. Under his direction, the division has flourished, expanding life-changing faith-based programs, strengthening volunteer infrastructure, and redefining what it means to serve both staff and the incarcerated population with dignity and compassion. He has been instrumental in advancing TDCJ's mission to not only change lives, but to restore individuals in preparation to return as pro-social, productive members of society.

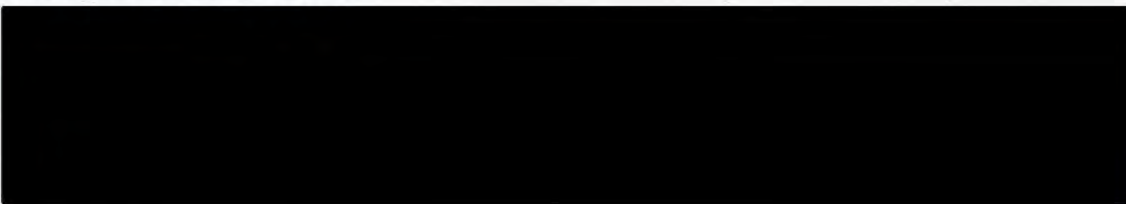
Chris is more than a leader, he is a sought-after partner and respected national voice. As a consultant and subject matter expert for the American Correctional Association, he is routinely called upon to assist in shaping national correctional standards and best practices. He currently serves as a Board Member of the Texas Correctional Association,

where his voice, vision, and values influence policy and professional development statewide.

But what separates Chris from the good and elevates him into the rarefied air of the great is his ability to lift others. He is a people developer. A morale builder. A talent spotter. In every room he enters, whether it is a boardroom, classroom, chapel, or cellblock, Chris makes those around him better in a lifting spirit. His intuition is unmatched. His leadership instincts are precise. And his moral compass never waivers.

He holds both bachelor's and master's degrees, but his greatest education has come from the front lines, where he earned the loyalty of staff, the respect of peers, and the admiration of countless individuals whose lives are forever better because of his leadership.

On a personal note, Chris is



Again, it is with great honor I provide this personal reference for Mr. Christopher Carter, a true transformational leader and a well-respected friend.

Respectfully and with full endorsement,



Cody Ginsel







## American Correctional Association

*Advance. Connect. Achieve.*

To Whom It May Concern,

My Name is Robert Green, Executive Director of the American Correctional Association and 40-year corrections professional. Most recently, I served as the Secretary of Public Safety for the Maryland Department of Public Safety and Correctional Services. I am writing to recommend Division Director Christopher Carter for the position of Director of the Texas Department of Criminal Justice (TDCJ).

Since 1995, Mr. Carter has worked for TDCJ in various positions, including the Correctional Officer through Senior Warden, Deputy Director for Administrative Review and Risk Management and Rehabilitation Programs Division and is currently Division Director for Rehabilitation Programs Division. He is a respected leader who has been relied upon within TDCJ. Mr. Carter has demonstrated a steadfast commitment to improving the field of corrections to be more efficient; safer for staff and individuals in custody; and provides treatment and programs to better transition back to the community. I have witnessed his leadership and ability to reach solutions of complex issues through collaboration with other partners to improve TDCJ and the field of corrections.

Mr. Carter has worked on numerous corrections projects with ACA that have impacted the field of Corrections. He served on a Restrictive Housing Committee to develop new expected practices and then conducted training on the new expected practices. He has conducted ACA audits to include the first audit in Dubai. He has served on several ACA committees including Co-Chair for the Adult Corrections Committee, member of the Awards Committee, member of the Professional Development Committee, member of the Substance Use Disorder Committee, and member of the Policy and Resolution Committee. In 2024 he was elected to the ACA Board of Governors. In all these projects he demonstrated his exceptional leadership presence, unwavering dedication and profound understanding of the criminal justice system, and desire to make a difference in the field of Corrections.

In conclusion, Christopher Carter's 30 years of experience with TDCJ and corrections work with ACA and other organizations, makes him an outstanding candidate for the position of Executive Director of the Texas Department of Criminal Justice.

Thank you for considering this recommendation.

Sincerely,

Robert L. Green  
Executive Director

### Executive Committee

[www.aca.org](http://www.aca.org)

Ricky D. Dixon, *President*

Anthony O. Vann, *Treasurer*

206 N. Washington St., Suite 200

Denise M. Robinson, *Immediate Past President*

Marina Cadreche, *Board of Governors Representative*

Alexandria, VA 22314

Bryan Collier, *Vice President*

Latera Davis, *Board of Governors Representative*

Phone: 703-224-0000

Tyrone Oliver, *President-Elect*

Robert L. Green, *Executive Director*

Fax: 703-224-0179



July 1, 2025

To Whom It May Concern,

It is with deep respect and appreciation that I write this letter on behalf of Chris Carter, Director of the Chaplaincy and Volunteer Services Division for the Texas Department of Criminal Justice (TDCJ). I have known Chris through our shared work in the reentry and rehabilitation space, and it is no exaggeration to say that his leadership has helped shape a more redemptive and humane vision of what correctional engagement can be.

Chris brings a combination of humility and clarity of purpose to his role. Whether leading the state's parole and rehabilitation programs or now stewarding the thousands of volunteers and chaplains who serve inside TDCJ facilities, Chris has elevated the dignity of the incarcerated and those who serve them. He has been a vital bridge between the agency and community-based organizations like ours, helping to foster trust and mutual accountability.

I have personally sought Chris out to be a keynote speaker at our graduation ceremonies. He brings a contagious enthusiasm and a genuine love for the men and their families in attendance. He speaks not just from a position of authority but from the heart of someone who believes deeply in redemption and restoration. His words reach across the barriers of the prison system and remind everyone—incarcerated and free—that transformation is possible.

But far beyond the stage, Chris's steady hand has guided me through some of the most difficult circumstances our program has faced inside the prison system. Working within TDCJ—alongside volunteers, contractors, staff, and leadership—inevitably involves moments when tensions rise and perspectives clash. In those moments, Chris has been a voice of calm, wisdom, and fairness. He has helped me navigate conflicts in a way that honors everyone's position, but more importantly, reorients the conversation toward what truly matters: the dignity of all involved.

transforming lives • restoring families • rebuilding communities

P.O. Box 2767 • Houston, TX 77252 • 832-767-0928 • [www.pep.org](http://www.pep.org)

Upon my return, I found myself sitting in his office sharing stories and photos with more than a partner at TDCJ – with a friend.

Chris is an exemplary public servant and a man of virtuous character whose presence makes the people and institutions around him better. I am proud to call him a friend, a colleague, and a fellow laborer in this work of restoration.

Please feel free to contact me directly if you would like to hear more about my experience working alongside Chris.

Sincerely,



**Chip Skowron**  
Chief Executive Officer  
Prison Entrepreneurship Program  
**Phone:** [REDACTED]  
**Email:** [REDACTED]





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Carter Christopher George  
(Last) (First) (Middle)  
MAILING ADDRESS [REDACTED]  
(Street) (City) (State) (Zip) (Country)  
E-MAIL ADDRESS christopher.carter@tdcj.texas.gov

(Daytime Phone)

**936-437-2811**

(Work Phone, Optional)

List any other names used if different from name on this application. N/A

List exact title of position or type of work and location for which you wish to apply: <b>EXECUTIVE DIRECTOR</b>	Job Posting Number <b>032020</b>	Closing Date <b>07/12/2025</b>
List the state agency with which you wish to apply: <b>Texas Department of Criminal Justice</b>	Do you have any relatives working for this agency? If so, list names and relationships: <b>[REDACTED]</b>	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? ASAP Are you at least 17 years of age? ☒  
Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? N/A  
Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100%  
Current Driver's License # (if required for position) [REDACTED] Commercial Driver's License Yes ☐ No ☒  
(State) (Number)  
Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Region I

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: WHS, Woodville TX

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Semi/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Penn Foster College - AZ	1	08	11	09	11/09		71	Associate	Criminal Justice
	Ashworth College - GA	11	10	7	13	5/14		56	Bachelor	Crim. Just.
	Ashworth College - TX	10	01	12	07	N/A	N/A	39	Associate	Business Management
Graduate Schools	Columbia Southern Univ, AL	4	23	6	25	07/25		36	Master's	Crim. Just.
	LBJ, Austin - TX	07	15	12	15	12/14/15			TLP	Leadership
	LBJ, Austin - TX	09	16	11	16	12/16			GEDP	Government
Technical or Vocational Schools	Angelina College -TX	12	03	12	03	12/22/2003		40	Tcleose	County Jail



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
N/A				

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

**Certified ACA auditor and trainer; knowledge of TDCJ policies and procedures; ability to testify at legislature hearings; knowledge of computer operations and equipment; commercial driver's license; and certified criminal justice professional counselor (CCJP-A).**

Approximately how many words per minute do you type? unknown

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☒ No ☐

If you have been previously employed by the State of Texas, list the agency/agencies:

**NH, Terrell/Polunsky, E2, N2, Clemens, Stiles, ARRM, RPD, CVSD-current**

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR  
UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE:

**X**

*Chyn A*

Signature – Applicant

*7/10/2025*

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include each position held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name Carter Christopher George  
Last
First
Middle

Position Title: <b>Division Director - CVSD</b>		Immediate Supervisor Name: <b>Bryan Collier</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>				
Employer: <b>Texas Department of Crim. Justice</b>		Title: <b>Executive Director</b>						
Mailing Address: <b>2 Financial Plaza</b>		Supervisor's Telephone No.: <b>936-437-2101</b>		Give average # of hours worked per week if part-time:				
City & State/ZIP: <b>Huntsville, TX 77740</b>								
Employer's Telephone No.: <b>936-437-2811</b>								
Starting Date		Leaving Date		Current/				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical	
10	15	2024				\$ \$13421.00 mo.	Non-Managerial	<input type="checkbox"/>
							Supervisory/Managerial	<input checked="" type="checkbox"/>

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**Oversee the operations of the Chaplaincy and Volunteer Services for the Texas Department of Criminal Justice. Establish strategic plans, goals, and objectives in both the Chaplaincy and Volunteer Services department. My duties include coordinating with volunteer organizations, attending conferences, and ensuring TDCJ compliance with RLUIPA in providing religious services to the incarcerated women and men.**

Specific reason for leaving: **Currently employed**

Position Title: <b>Division Director - RPD</b>		Immediate Supervisor Name: <b>Bryan Collier</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>				
Employer: <b>Texas Department of Crim. Justice</b>		Title: <b>Executive Director</b>						
Mailing Address: <b>2 Financial Plaza, Suite 410</b>		Supervisor's Telephone No.: <b>936-437-2101</b>		Give average # of hours worked per week if part-time:				
City & State/ZIP: <b>Huntsville, TX 77340</b>								
Employer's Telephone No.: <b>936-437-7319</b>								
Starting Date		Leaving Date		Current/				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical	<input type="checkbox"/>
06	15	20	10	15	24	\$ \$13421.00 mo.	Non-managerial	<input type="checkbox"/>
							Supervisory/Managerial	<input checked="" type="checkbox"/>

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**Oversee the operations of the Rehabilitation Programs for the Texas Department of Criminal Justice. Established strategic plans, goals, and objectives in the substance use treatment, sex offender treatment, chaplaincy, program coordination, and volunteer services department. Duties also included working with community partners and providers that facilitated faith-based programs such as Prison Fellowship, Prison Entrepreneurship, and Empowering Women out of Prison (EWOP), and Post-Secondary education contractors.**

Specific reason for leaving: **Reassigned to the Chaplaincy and Volunteer Services Division**

Position Title: <b>Deputy Division Director</b>		Immediate Supervisor Name: <b>Kene Hinojosa</b>		Full-Time <input checked="" type="checkbox"/>				
Employer: <b>Texas Dept. Crim. Justice - RPD</b>		Title: <b>Division Director</b>		Part-Time <input type="checkbox"/>				
Mailing Address: <b>PO BOX 99</b>		Supervisor's Telephone No.: <b>936-431-1210</b>		Summer <input type="checkbox"/>				
City & State/ZIP: <b>Huntsville, TX 77340</b>				Temp/Project <input type="checkbox"/>				
Employer's Telephone No.: <b>936-431-1210</b>				Give average # of hours worked per week if part-time:				
Starting Date		Leaving Date		Current/				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical	
05	01	19	06	14	20	\$ 98,684 yr.	Non-managerial	<input type="checkbox"/>
							Supervisory/Managerial	<input checked="" type="checkbox"/>
							If supervisory, number of employees you supervised: <b>500</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As the Deputy Division Director in RPD, I assist the Division Director in the supervision of all treatment programs and rehabilitative services offered in the division. I work with multiple divisions such as Parole, CJAD, Health Services, CID, PFCMOD, RID, Victim Services, Windham, Facilities, Information Technology, OGC, MAL, Human Resources, Training and Leader Development, Business and Finance, and ARRM. The divisional collaboration has proven effective in RPD staff training, physical plant issues in program areas, treatment programming for clients, educational and vocational opportunities for clients, contract proposals, bill implementation, volunteer background checks, and the development of new agency programming initiatives such as the Strive Reentry Center. My duties also include the oversight of the BAMBI program, Our Roadway to Freedom program, Youth Offender Program, Field Minister Program, all Substance Abuse and Sex Offender Treatment Programs, Segregation Pre-Release Programs, Post-Secondary Education, Volunteer Services, and Chaplaincy Program. I am currently a board member of the Texas Correctional Association. I am also currently assisting the American Correctional Association by serving as a member of the Awards Committee and teaching the Restrictive Housing expected practices.

Specific reason for leaving: **Promoted to Division Director at the RPD**

Position Title: <b>Deputy Division Director</b>		Immediate Supervisor Name: <b>KEVIN SCOTT</b>		Full-Time <input checked="" type="checkbox"/>				
Employer: <b>Texas Dept. Crim. Justice - ARKM</b>		Title: <b>Division Director</b>		Part-Time <input type="checkbox"/>				
Mailing Address: <b>PO BOX 99</b>		Supervisor's Telephone No.: <b>936-431-4839</b>		Summer <input type="checkbox"/>				
City & State/ZIP: <b>Huntsville, TX 77340</b>				Temp/Project <input type="checkbox"/>				
Employer's Telephone No.: <b>936-431-4839</b>				Give average # of hours worked per week if part-time:				
Starting Date		Leaving Date		Current/				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical	
11	01	17	04	30	19	\$ 98,684 yr.	Non-managerial	<input type="checkbox"/>
							Supervisory/Managerial	<input checked="" type="checkbox"/>
							If supervisory, number of employees you supervised: <b>435</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As the Deputy Division Director in the ARRM Division, I assisted the Division Director in maintaining operational oversight and enterprise risk management of agency divisions, to include the supervision of employees assigned to the central office, regional, and unit-based. The departments supervised were Risk Management, Monitoring and Standards (ACA, PREA, Division-Level Reviews, and Operational Review), and the Administrative Monitoring of the Use of Force Office. On occasion, I would also assist with the Office of Ombudsman by conducting investigations and generating responses; and provided supervision in the Resolution Support Department that handles matters involving Access to Court, Counsel Substitute Program, and the Offender Grievance Program. I assisted in leading the Monitor and Standard teams in developing audit tools and auditing Field Parole Offices. Worked with other divisions on ACA files and audit preparation. Coordinated with the State Office of Risk Management and State Fire Marshal's Office in inspections and staff training. Conducted operational review training for all TDCJ divisions. Assisted the American Correctional Association in the development of the Restrictive Housing implementation training. Currently working as an International ACA auditor and trainer.

Specific reason for leaving: **Reassigned to the Rehabilitation Programs Division**



Position Title:	Warden II	Immediate Supervisor Name:	Full-Time <input checked="" type="checkbox"/>
Employer:	Texas Dept. Crim. Justice - Estelle	Tony Onare	Part-Time <input type="checkbox"/>
Mailing Address:	264 FM 3478	Title:	Summer <input type="checkbox"/>
City & State/ZIP:	Huntsville, TX 77320	Regional Director	Temp/Project <input type="checkbox"/>
Employer's Telephone No.:	936-291-4200	Supervisor's Telephone No.:	

Starting Date			Leaving Date			Current/	Technical	<input type="checkbox"/> Non-managerial <input checked="" type="checkbox"/> Supervisory/Managerial	If supervisory, number of employees you supervised: 1,020
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary			
08	01	16	10	31	17	\$ 7630 mo.			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

My duties consist of supervising the operations of the facility, managing staff and offenders daily activities, and managing the facility based budget program (FBBP). As the Warden, I must ensure that all assets are accounted for and protected through self-audits and accountability measures. I also supervise staff assigned to the Expansion Cell Block and oversee both Ad-Seg Pre-Release Programs. I am tasked to operate the facility in compliance with PREA and ACA standards. Conduct weekly progress, data, and communication (PDC) meetings with departmental staff. Conduct facility inspections on a daily basis. Participate in correctional officer training such as transportation, ad-seg, ICS, suicide prevention, offender searches, etc. Conduct unannounced rounds on cell blocks, dorms, and freeworld hospital. Conduct K-9 training quarterly with pack dogs. Participate in various chapel programs. The Estelle Unit has a Substance Abuse Program, Regional Medical Facility, and a Geriatric Center. Participated in a 3 month Governor's Executive Development Program (GEDP), sponsored by the LBJ school at Austin, Texas.

Specific reason for leaving: Promoted to Deputy Division Director at the ARRM

Position Title:	Warden II	Immediate Supervisor Name:	Full-Time <input checked="" type="checkbox"/>
Employer:	Texas Dept. Crim. Justice - Stiles Unit	Leonard Ecnessa	Part-Time <input type="checkbox"/>
Mailing Address:	3060 FM 3514	Title:	Summer <input type="checkbox"/>
City & State/ZIP:	Beaumont, TX 77705	Regional Director	Temp/Project <input type="checkbox"/>
Employer's Telephone No.:	936-122-5255	Supervisor's Telephone No.:	

Starting Date			Leaving Date			Current/	Technical	<input type="checkbox"/> Non-managerial <input checked="" type="checkbox"/> Supervisory/Managerial	If supervisory, number of employees you supervised: 756
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary			
07	01	14	08	1	16	\$ 7380 mo.			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintain custody and control of offenders. Operate the facility in compliance with PREA and ACA standards. Conduct weekly progress, data, and communication (PDC) meetings with departmental staff. Conduct facility inspections on a daily basis. Participate in correctional officer training such as transportation, ad-seg, ICS, suicide prevention, offender searches, etc. Conduct unannounced rounds on departments, cell blocks, dorms, and freeworld hospitals. Conduct quarterly unit based K-9 training with pack and scent dogs. Participate in various chapel programs. Served as acting Regional Director as needed. Assisted other facilities with preparing for their PREA audit. Held a unit base pre-service academy at the Stiles Unit. Served as a Core Value instructor at Lamar University (LIT) in-service. In July 2015, I was selected to participate in a 6 month Transformative Leadership Program conducted by LBJ Business Law School in Austin, Texas in partnership with Adelaide University in Australia.

Specific reason for leaving: Reassigned to the Estelle Unit

Position Title: <b>Warden I</b>		Immediate Supervisor Name: <b>Leonard Ecnessa</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Clemens</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>11034 Hwy 36</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Brazoria, TX 77422</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>979-198-2188</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
08 01 13		06 30 14		\$ 6100 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>339</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As a Senior Warden, I am in charge of supervising the operation of the facility. I maintain the unit budget, approve Adpics, conduct budget meetings with the department heads, and conduct employee disciplinary. I train staff on a daily basis to include both, security and non-security. I conduct monthly staff meetings and prepare the facility for audits. I also maintain custody and control of the offender population and participate in community work projects. I am in charge of agricultural operations that include beef cattle, edible and field crops, security horses, security pack canines, swine finishing operation, farm shop, grain storage and 8,000 acres of land used to grow cotton and hay. Managed the COURAGE program for youthful offenders, ages 14-17. Participated on the DRC for 90 days, assisted Regional Directors in conducting SIRs, conducted unit security reviews as team leader, and participate in training Regional Core Values. Completed a 9 month High Potential Leadership Academy at Sam Houston University in April 2014 and Warden's peer training (NAAWS) in May 2014.

Specific reason for leaving: **Promoted to Warden II**

Position Title: <b>Senior Warden</b>		Immediate Supervisor Name: <b>Eric Guerrero</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - San Saba</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>206 Wallace Creek Rd</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>San Saba, TX 76877</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>325-325-4255</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
01 01 1		07 31 13		\$ 5500 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>126</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As a Senior Warden, I am in charge of supervising the operation of the facility. I maintain the unit budget, approve Adpics, conduct budget meetings with the department heads, and conduct employee disciplinary. I train staff on a daily basis to include both, security and non-security. I conduct monthly staff meetings and prepare the facility for audits. I also maintain custody and control of the offender population and participate in community work projects. Assisted in teaching the agency core values at the Havins Unit.

Specific reason for leaving: **Promoted to Warden at Clemens Unit**

Position Title: <b>Assistant warden</b>		Immediate Supervisor Name: <b>Cody Ginzel</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Estelle</b>		Title: <b>Senior warden</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>264 FM 3478</b>		Supervisor's Telephone No.: <b>936-291-4200</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Huntsville, TX 77320</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>936-291-4200</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
01 10 10		12 31 12		\$ 4614 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>869</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As an assistant warden, I am in charge of supervising the operation of the institution on a daily basis. I have experience working in high security, supervising the daily operations in administrative segregation and G5 custody. I have experience in the operation of the substance abuse felony punishment facility(SAFPF). Served as the assistant warden in general population and the regional medical facility(RMF). The Estelle Unit is a complex operation with over three thousand offenders assigned. My job was to assist my senior warden in maintaining the order of the institution, the custody and control of the offender population, and the development of competent staff.

Specific reason for leaving: **Promoted to Senior Warden**

Position Title: <b>Major of Corrections</b>		Immediate Supervisor Name: <b>Michael Koesler</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Assistant warden</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Woodville, TX 75979</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
04 01 07		01 09 10		\$ 3423 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>465</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised the overall operations of the institution within agency policies and compliance with American Correctional Association (ACA). Served as duty warden on a rotating basis. Assigned new employees to shift. Served as chairman on unit classification and administrative segregation committee. Graded disciplinary cases on a daily basis. Oversaw the safe prison operation at the unit. Participated in pre-service academy as an instructor. Conduct employee performance evaluation in accordance to PD-52. Investigate employee disciplinary and make appropriate recommendations. Periodically updated the unit building schedule as necessary. Reviewed major use of force tapes and documentation to ensure compliance with policy. Made daily rounds in offender housing areas and all other areas of the facility. All other duties assigned by supervisors.

Specific reason for leaving: **Promoted to Assistant Warden**



Position Title: <b>Captain of Corrections</b>							Immediate Supervisor Name: <b>Frank Helm</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>							Title: <b>Major</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>							Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>									Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>									Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial			
09	01	06	03	31	07	\$ 3290 mo	Supervisory/Managerial	<input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Assisted the major in supervising the overall operation of the facility. Served as visitation supervisor once a month on a rotation basis. Investigated employee and offender misconduct. Conducted employee evaluations. Served as disciplinary hearing officer in General Population and Expansion Cellblock. Ensured all shifts were in compliance on policy and procedures. All other duties assigned by the Major.

Specific reason for leaving: **Promoted to Major**

Position Title: <b>Lieutenant of Corrections</b>							Immediate Supervisor Name: <b>Conley Moore</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>							Title: <b>Captain</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>							Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>									Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>									Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial			
02	01	03	08	31	06	\$ 2770 mo	Supervisory/Managerial	<input checked="" type="checkbox"/>		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised 66 officers and 3 sergeants. Supervised operations of unit according to building schedule. Took unit count, fed chow, and supervised shakedowns. Trained employees on policies and procedures. Conducted offender investigations in accordance to safe prison plan. Investigated employee and offender misconduct. Scheduled employees for work, approved time off, and conducted employee performance evaluations. Worked as lieutenant in General Population and Expansion Cellblock. Used force on offenders when necessary according to use of force plan.

Specific reason for leaving: **Promoted to Captain**

Position Title: <b>Sergeant of Corrections</b>		Immediate Supervisor Name: <b>Rocky Burks</b>		Full-Time <input checked="" type="checkbox"/>				
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Lieutenant</b>		Part-Time <input type="checkbox"/>				
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>				
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>				
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:				
Starting Date		Leaving Date						
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/	Technical	
12	15	02	01	31	03	Final Salary	Non-managerial	<input type="checkbox"/>
						\$ 2678 mo.	Supervisory/Managerial	<input checked="" type="checkbox"/>
							If supervisory, number of employees you supervised: <b>39</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised correctional officers in everyday unit operations such as chow, recreation, and count. Trained on policies and procedures during shift turn out and conducted hands-on-training on the building. Supervised major use of force, administered chemical agents, and force cell move teams. Participated in extortion and crime scene investigations and other offender misconduct. Also worked Expansion Cellblock and General Population as a supervisor.

Specific reason for leaving: **Promoted to Lieutenant**

Position Title: <b>Correctional Officer</b>		Immediate Supervisor Name: <b>Maqqox</b>		Full-Time <input checked="" type="checkbox"/>				
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Lieutenant</b>		Part-Time <input type="checkbox"/>				
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>				
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>				
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:				
Starting Date		Leaving Date						
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/	Technical	
11	04	02	12	15	02	Final Salary	Non-managerial	<input checked="" type="checkbox"/>
						\$ 2295 mo.	Supervisory/Managerial	<input type="checkbox"/>
							If supervisory, number of employees you supervised: <b>N/A</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintained custody and control of offenders while working in high security (close custody) and responded to several riots and disturbances. Conducted pod counts, worked recreation, and building control pickets. Transported offenders to Skyview and other locations, such as Hospital Galveston. Worked building desk and participated in the supervision of building operations. Was also a mentor and trained new officers.

Specific reason for leaving: **Promoted to Sergeant**

Q

Position Title: <b>Warden II</b>		Immediate Supervisor Name: <b>Donny O'Hare</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Estelle</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>264 FM 3478</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Huntsville, TX 77320</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>936-291-4200</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
09 01 16		10 31 17		\$ 7630 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>1,020</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

My duties consist of supervising the operations of the facility, managing staff and offenders daily activities, and managing the facility based budget program (FBBP). As the Warden, I must ensure that all assets are accounted for and protected through self-audits and accountability measures. I also supervise staff assigned to the Expansion Cell Block and oversee both Ad-Seg Pre-Release Programs. I am tasked to operate the facility in compliance with PREA and ACA standards. Conduct weekly progress, data, and communication (PDC) meetings with departmental staff. Conduct facility inspections on a daily basis. Participate in correctional officer training such as transportation, ad-seg, ICS, suicide prevention, offender searches, etc. Conduct unannounced rounds on cell blocks, dorms, and freeworld hospital. Conduct K-9 training quarterly with pack dogs. Participate in various chapel programs. The Estelle Unit has a Substance Abuse Program, Regional Medical Facility, and a Geriatric Center. Participated in a 3 month Governor's Executive Development Program (GEDP), sponsored by the LBJ school at Austin, Texas.

Specific reason for leaving: **Promoted to Deputy Division Director at the ARRM**

Position Title: <b>Warden II</b>		Immediate Supervisor Name: <b>Leonard Echnessa</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Stiles Unit</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>3060 FM 3514</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Beaumont, TX 77705</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>936-122-5255</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
07 01 14		08 1 16		\$ 7380 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>756</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintain custody and control of offenders. Operate the facility in compliance with PREA and ACA standards. Conduct weekly progress, data, and communication (PDC) meetings with departmental staff. Conduct facility inspections on a daily basis. Participate in correctional officer training such as transportation, ad-seg, ICS, suicide prevention, offender searches, etc. Conduct unannounced rounds on departments, cell blocks, dorms, and freeworld hospitals. Conduct quarterly unit based K-9 training with pack and scent dogs. Participate in various chapel programs. Served as acting Regional Director as needed. Assisted other facilities with preparing for their PREA audit. Held a unit base pre-service academy at the Stiles Unit. Served as a Core Value instructor at Lamar University (LIT) in-service. In July 2015, I was selected to participate in a 6 month Transformative Leadership Program conducted by LBJ Business Law School in Austin, Texas in partnership with Adelaide University in Australia.

Specific reason for leaving: **Reassigned to the Estelle Unit**



Position Title: <b>Warden I</b>		Immediate Supervisor Name: <b>Leonard Echesa</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Clemens</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>11034 Hwy 36</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Brazoria, TX 77422</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>979-198-2188</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
08 01 13		06 30 14		\$ 6100 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>339</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As a Senior Warden, I am in charge of supervising the operation of the facility. I maintain the unit budget, approve Adpics, conduct budget meetings with the department heads, and conduct employee disciplinary. I train staff on a daily basis to include both, security and non-security. I conduct monthly staff meetings and prepare the facility for audits. I also maintain custody and control of the offender population and participate in community work projects. I am in charge of agricultural operations that include beef cattle, edible and field crops, security horses, security pack canines, swine finishing operation, farm shop, grain storage and 8,000 acres of land used to grow cotton and hay. Managed the COURAGE program for youthful offenders, ages 14-17. Participated on the DRC for 90 days, assisted Regional Directors in conducting SIRs, conducted unit security reviews as team leader, and participate in training Regional Core Values. Completed a 9 month High Potential Leadership Academy at Sam Houston University in April 2014 and Warden's peer training (NAAWS) in May 2014.

Specific reason for leaving: **Promoted to Warden II**

Position Title: <b>Senior Warden</b>		Immediate Supervisor Name: <b>Eric Guerrero</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - San Saba</b>		Title: <b>Regional Director</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>206 Wallace Creek Rd</b>		Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>San Saba, TX 76811</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>325-325-4255</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
01 01 1		07 31 13		\$ 5500 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>126</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As a Senior Warden, I am in charge of supervising the operation of the facility. I maintain the unit budget, approve Adpics, conduct budget meetings with the department heads, and conduct employee disciplinary. I train staff on a daily basis to include both, security and non-security. I conduct monthly staff meetings and prepare the facility for audits. I also maintain custody and control of the offender population and participate in community work projects. Assisted in teaching the agency core values at the Havins Unit.

Specific reason for leaving: **Promoted to Warden at Clemens Unit**

Position Title: <b>Assistant warden</b>		Immediate Supervisor Name: <b>Cody Ginsel</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - Estelle</b>		Title: <b>Senior warden</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>264 FM 3478</b>		Supervisor's Telephone No.: <b>936-291-4200</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Huntsville, TX 77320</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>936-291-4200</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
01 10 10		12 31 12		\$ 4614 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>869</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As an assistant warden, I am in charge of supervising the operation of the institution on a daily basis. I have experience working in high security, supervising the daily operations in administrative segregation and G5 custody. I have experience in the operation of the substance abuse felony punishment facility(SAFPF). Served as the assistant warden in general population and the regional medical facility(RMF). The Estelle Unit is a complex operation with over three thousand offenders assigned. My job was to assist my senior warden in maintaining the order of the institution, the custody and control of the offender population, and the development of competent staff.

Specific reason for leaving: **Promoted to Senior Warden**

Position Title: <b>Major of Corrections</b>		Immediate Supervisor Name: <b>Michael Roesler</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Assistant warden</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo. Day Yr.		Mo. Day Yr.		Final Salary	
04 01 07		01 09 10		\$ 3423 mo.	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	
				If supervisory, number of employees you supervised: <b>465</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised the overall operations of the institution within agency policies and compliance with American Correctional Association (ACA). Served as duty warden on a rotating basis. Assigned new employees to shift. Served as chairman on unit classification and administrative segregation committee. Graded disciplinary cases on a daily basis. Oversaw the safe prison operation at the unit. Participated in pre-service academy as an instructor. Conduct employee performance evaluation in accordance to PD-52. Investigate employee disciplinary and make appropriate recommendations. Periodically updated the unit building schedule as necessary. Reviewed major use of force tapes and documentation to ensure compliance with policy. Made daily rounds in offender housing areas and all other areas of the facility. All other duties assigned by supervisors.

Specific reason for leaving: **Promoted to Assistant Warden**

Position Title: <b>Captain of Corrections</b>						Immediate Supervisor Name: <b>Frank Helm</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID Lewis</b>						Title: <b>Major</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>						Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>								Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>								Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial		
09	01	06	03	31	07	\$ 3290 mo.	Supervisory/Managerial	<input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Assisted the major in supervising the overall operation of the facility. Served as visitation supervisor once a month on a rotation basis. Investigated employee and offender misconduct. Conducted employee evaluations. Served as disciplinary hearing officer in General Population and Expansion Cellblock. Ensured all shifts were in compliance on policy and procedures. All other duties assigned by the Major.

Specific reason for leaving: **Promoted to Major**

Position Title: <b>Lieutenant of Corrections</b>						Immediate Supervisor Name: <b>Conley Moore</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Dept. Crim. Justice - GID Lewis</b>						Title: <b>Captain</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>PO BOX 9000</b>						Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>								Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-8181</b>								Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial		
02	01	03	08	31	06	\$ 2770 mo.	Supervisory/Managerial	<input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised 66 officers and 3 sergeants. Supervised operations of unit according to building schedule. Took unit count, fed chow, and supervised shakedowns. Trained employees on policies and procedures. Conducted offender investigations in accordance to safe prison plan. Investigated employee and offender misconduct. Scheduled employees for work, approved time off, and conducted employee performance evaluations. Worked as lieutenant in General Population and Expansion Cellblock. Used force on offenders when necessary according to use of force plan.

Specific reason for leaving: **Promoted to Captain**



Position Title: <b>Sergeant of Corrections</b>		Immediate Supervisor Name: <b>ROCKY BURKS</b>		Full-Time <input checked="" type="checkbox"/>					
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Lieutenant</b>		Part-Time <input type="checkbox"/>					
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>					
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>					
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:					
Starting Date		Leaving Date							
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/ Final Salary	Technical Non-managerial	<input type="checkbox"/>	If supervisory, number of employees you supervised: <b>39</b>
12	15	02	01	31	03	\$ 2678 mo.	Supervisory/Managerial	<input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised correctional officers in everyday unit operations such as chow, recreation, and count. Trained on policies and procedures during shift turn out and conducted hands-on-training on the building. Supervised major use of force, administered chemical agents, and force cell move teams. Participated in extortion and crime scene investigations and other offender misconduct. Also worked Expansion Cellblock and General Population as a supervisor.

Specific reason for leaving: **Promoted to Lieutenant**

Position Title: <b>Correctional Officer</b>		Immediate Supervisor Name: <b>VIADDOX</b>		Full-Time <input checked="" type="checkbox"/>					
Employer: <b>Texas Dept. Crim. Justice - GID LEWIS</b>		Title: <b>Lieutenant</b>		Part-Time <input type="checkbox"/>					
Mailing Address: <b>PO BOX 9000</b>		Supervisor's Telephone No.: <b>409-283-8181</b>		Summer <input type="checkbox"/>					
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>					
Employer's Telephone No.: <b>409-283-8181</b>				Give average # of hours worked per week if part-time:					
Starting Date		Leaving Date							
Mo.	Day	Yr.	Mo.	Day	Yr.	Current/ Final Salary	Technical Non-managerial	<input type="checkbox"/>	If supervisory, number of employees you supervised: <b>N/A</b>
11	04	02	12	15	02	\$ 2295 mo.	Supervisory/Managerial	<input type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintained custody and control of offenders while working in high security (close custody) and responded to several riots and disturbances. Conducted pod counts, worked recreation, and building control pickets. Transported offenders to Skyview and other locations, such as Hospital Galveston. Worked building desk and participated in the supervision of building operations. Was also a mentor and trained new officers.

Specific reason for leaving: **Promoted to Sergeant**

Position Title: <b>Correctional Officer</b>		Immediate Supervisor Name: <b>PRISCILLA MILES</b>		Full-Time <input type="checkbox"/>			
Employer: <b>Newton County Corrections - Geo</b>		Title: <b>warden</b>		Part-Time <input checked="" type="checkbox"/>			
Mailing Address: <b>HWY 87N</b>		Supervisor's Telephone No.: <b>409-379-3000</b>		Summer <input type="checkbox"/>			
City & State/ZIP: <b>Newton, TX 75900</b>				Temp/Project <input type="checkbox"/>			
Employer's Telephone No.: <b>409-379-3000</b>				Give average # of hours worked per week if part-time: <b>32</b>			
Starting Date		Leaving Date		Current/			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical <input type="checkbox"/>
12	15	02	11	31	09	\$ 9.94 hr.	Non-managerial <input checked="" type="checkbox"/>
							Supervisory/Managerial <input type="checkbox"/>
						If supervisory, number of employees you supervised: <b>N/A</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintained custody and control of offenders while working in high security (close custody) and responded to several riots and disturbances. Conducted pod counts, worked recreation, and building control pickets. Transported offenders to Skyview and other locations, such as Hospital Galveston. Worked building desk and participated in the supervision of building operations. Was also a mentor and trained new officers.

Specific reason for leaving: **Facility purchased by another company**

Position Title: <b>Lieutenant of Corrections</b>		Immediate Supervisor Name: <b>VICTOR BOSTON</b>		Full-Time <input checked="" type="checkbox"/>			
Employer: <b>TDCC - Terrell (Polunsky)</b>		Title: <b>Captain</b>		Part-Time <input type="checkbox"/>			
Mailing Address: <b>12002 350 South</b>		Supervisor's Telephone No.: <b>936-967-8082</b>		Summer <input type="checkbox"/>			
City & State/ZIP: <b>Livingston, TX 77351</b>				Temp/Project <input type="checkbox"/>			
Employer's Telephone No.: <b>936-967-8082</b>				Give average # of hours worked per week if part-time: <b>126</b>			
Starting Date		Leaving Date		Current/			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Technical <input type="checkbox"/>
02	01	00	05	31	02	\$ 2770 mo.	Non-managerial <input type="checkbox"/>
							Supervisory/Managerial <input checked="" type="checkbox"/>
						If supervisory, number of employees you supervised: <b>126</b>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised 120 officers and 6 sergeants. Supervised operations of unit according to building schedule. Took unit count, fed chow, and supervised shakedowns. Trained employees on policies and procedures. Conducted offender investigations in accordance to safe prison plan. Investigated employee and offender misconduct. Scheduled employees for work, approved time off, and conducted employee performance evaluations. Worked as lieutenant in General Population and Ad Seg/Death Row. Used force on offenders when necessary according to use of force plan. Worked as instructor for staff in-service training and taught principle of supervision for supervisors training.

Specific reason for leaving: **Moved to Jasper, TX**

Position Title: <b>Correctional Officer III</b>							Immediate Supervisor Name: <b>KODER, I REON</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>TDCJ - Garza East, Terrell</b>							Title: <b>Senior warden</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>12002 350 South</b>							Supervisor's Telephone No.: <b>936-967-8082</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>LIVINGSTON, TX 77351</b>									Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>936-967-8082</b>									Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial			
01	02	95	02	23	98	\$ 2127 mo.	Supervisory/Managerial			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Maintained custody and control of offenders while working in high security (close custody) and responded to several riots and disturbances. Conducted pod counts, worked recreation, and building control pickets. Transported offenders to Skyview and other locations, such as Hospital Galveston. Worked building desk and participated in the supervision of building operations. Was also a mentor and trained new officers.

Specific reason for leaving: **Promoted to Sergeant in Livingston, TX**

Position Title: <b>Die Shop Assembler</b>							Immediate Supervisor Name: <b>DON WILLIAMS</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Keller Extrusion</b>							Title: <b>Plant Manager</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>HWY 69N</b>							Supervisor's Telephone No.: <b>409-283-4545</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>									Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-4545</b>									Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/	Technical			
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial			
06	13	93	12		94	\$ 8.00 hr.	Supervisory/Managerial			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised four assemblers and assisted the supervisor in getting orders completed. Extruded aluminum into window and ladder material. Operated a fork lift by loading and unloading trucks.

Specific reason for leaving: **Hired by TDCJ**



Position Title: <b>Die Shop Assembler</b>		Immediate Supervisor Name: <b>Don Williams</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Keller Extrusion</b>		Title: <b>Plant manager</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>Hwy 69N</b>		Supervisor's Telephone No.: <b>409-283-4545</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>WOODVILLE, TX 75979</b>				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>409-283-4545</b>				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo.	Day	Yr.	Mo.	Day	Yr.
06	13	93	12		94
Final Salary		Technical		Non-managerial	
\$ 8.00 hr.		<input type="checkbox"/>		<input type="checkbox"/>	
		Supervisory/Managerial		<input checked="" type="checkbox"/>	
		If supervisory, number of employees you supervised: <b>4</b>			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised four assemblers and assisted the supervisor in getting orders completed. Extruded aluminum into window and ladder material. Operated a fork lift by loading and unloading trucks.

Specific reason for leaving: **Hired by TDCJ**

Position Title:		Immediate Supervisor Name:		Full-Time <input type="checkbox"/>	
Employer:		Title:		Part-Time <input type="checkbox"/>	
Mailing Address:		Supervisor's Telephone No.:		Summer <input type="checkbox"/>	
City & State/ZIP:				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.:				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo.	Day	Yr.	Mo.	Day	Yr.
Final Salary		Technical		Non-managerial	
\$		<input type="checkbox"/>		<input type="checkbox"/>	
		Supervisory/Managerial		<input type="checkbox"/>	
		If supervisory, number of employees you supervised:			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Carter Christopher George 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO. [REDACTED] STATE: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☒ No ☐  
If yes, give unit(s)/department(s) and dates: NH, TL, E2, N2, CN, ST, ARRM, RPD, CVSD
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? Yes ☐ No ☒  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason:
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: [REDACTED]
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] If yes, provide the name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

## Notes

• If you answered yes to Question 12a, 12b, 12c, 12d, or 12e, above, you are required to complete and submit a PERS 282A, Additional Offender Information form. This form is available from the TDCJ website.

• If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐

16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒

17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒

Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

a. Name of the organization and dates of membership: \_\_\_\_\_

b. Position or positions you held in the organization: \_\_\_\_\_

c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

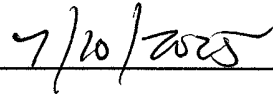
**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_



## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetreacs](http://www.archives.gov/research_room/vetreacs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).



Angelina College  
Community Service Division

CERTIFIES THAT

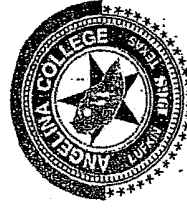
CHRISTOPHER CARTER

HAS SUCCESSFULLY COMPLETED  
BASIC COUNTY CORRECTIONS

A COURSE OF 80 CONTACT HOURS AND EARNED 4.0 CONTINUING EDUCATION UNITS

ON THIS DATE December 22, 2003

Police Academy



*Larry Flanagan*  
Instructor/Program Administrator  
Larry Flanagan

*Larry M. Phillips*  
President



"Opportunities for leadership are available to you, and to us, every day. But putting yourself on the line is difficult work, for the dangers are real. Yet the work has nobility and the benefits, for you and for those around you, are beyond measure".

Ronald Heifetz & Marty Linsky  
**Leadership on the Line**

# Certificate of Completion

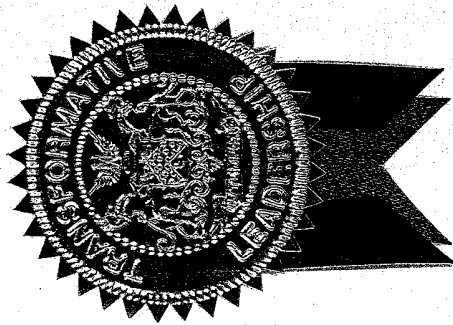
Awarded to

*Christopher Carter*

for recognition of successful completion of the

## Transformative Leadership Program

Presented this *14th* day of *December* 2015



*Barry Bales*

Barry Bales, Assistant Dean  
Professional Development

*Joyce Sparks*

Joyce Sparks Director  
Governor's Center

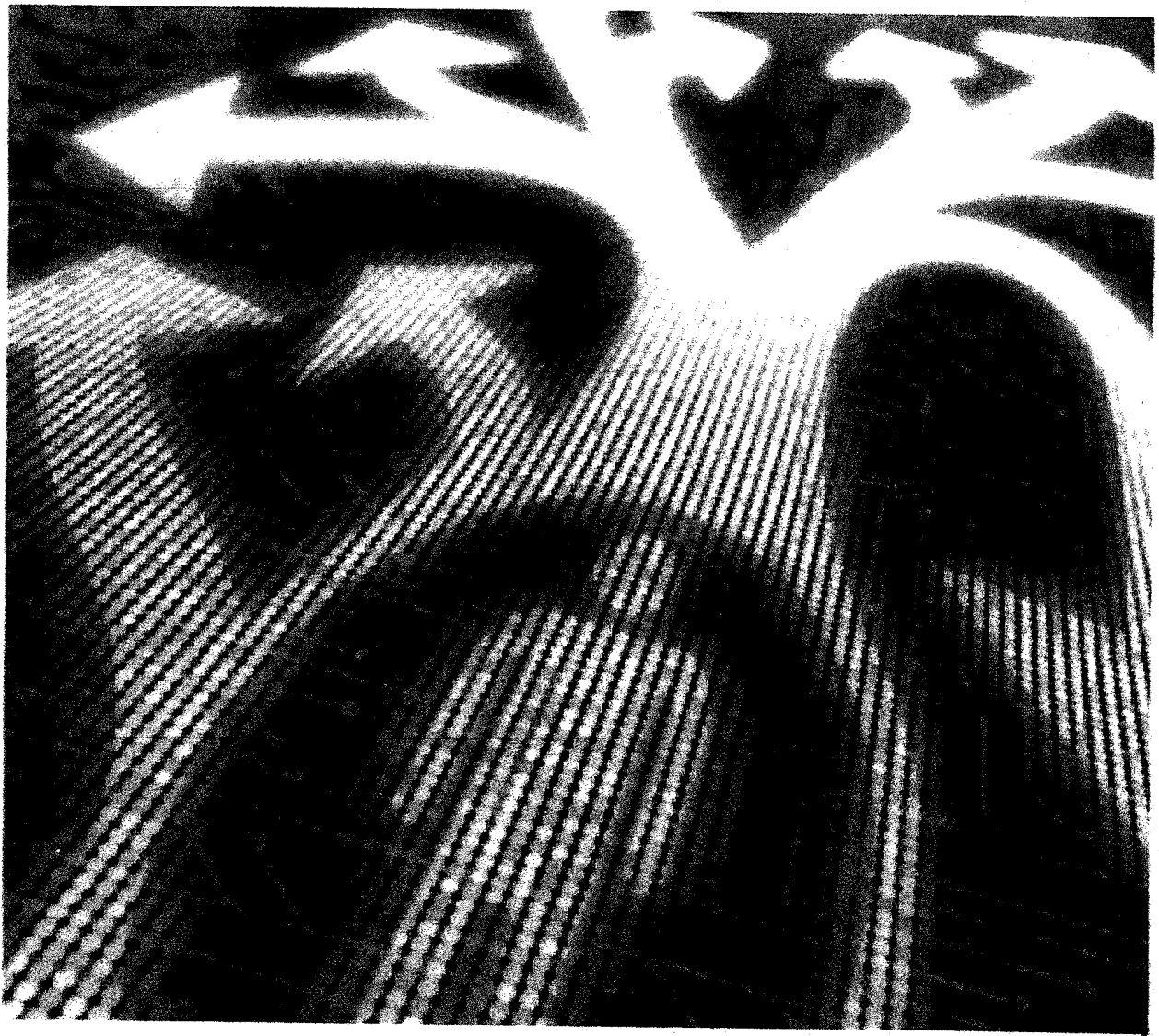
*Andrew Stevens*

Andrew Stevens, Director  
Executive Education



EXECUTIVE  
EDUCATION UNIT





2015

# Transformative Leadership Program

Second Intensive Session – Austin, Texas



THE UNIVERSITY  
of ADELAIDE





# STATE OF TEXAS

Lyndon B. Johnson School of Public Affairs

The University of Texas at Austin

Awarded to

*Christopher Carter*

for recognition of successful completion of the  
Governor's Executive Development Program

Class XXIV

Presented this 8<sup>th</sup> Day of December 2016

*Greg Abbott*  
Governor of Texas

Approved and Signed  
By: *William B. Johnson*  
Director, Lyndon B. Johnson  
School of Public Affairs



*William B. Johnson*  
Director, Governor's Executive  
Development Program



*"Opportunities for leadership are available to you, and to us, every day. But putting yourself on the line is difficult work, for the dangers are real. Yet the work has nobility and the benefits, for you and for those around you, are beyond measure".*

Ronald Heifetz & Marty Linsky  
**Leadership on the Line**

# Certificate of Completion

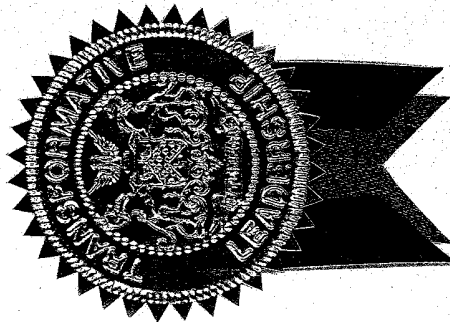
Awarded to

*Christopher Carter*

for recognition of successful completion of the

## Transformative Leadership Program

Presented this *14th* day of *December* 2015



*Barry Bales*

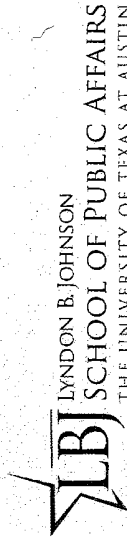
Barry Bales, Assistant Dean  
Professional Development

*Joyce Sparks*

Joyce Sparks Director  
Governor's Center

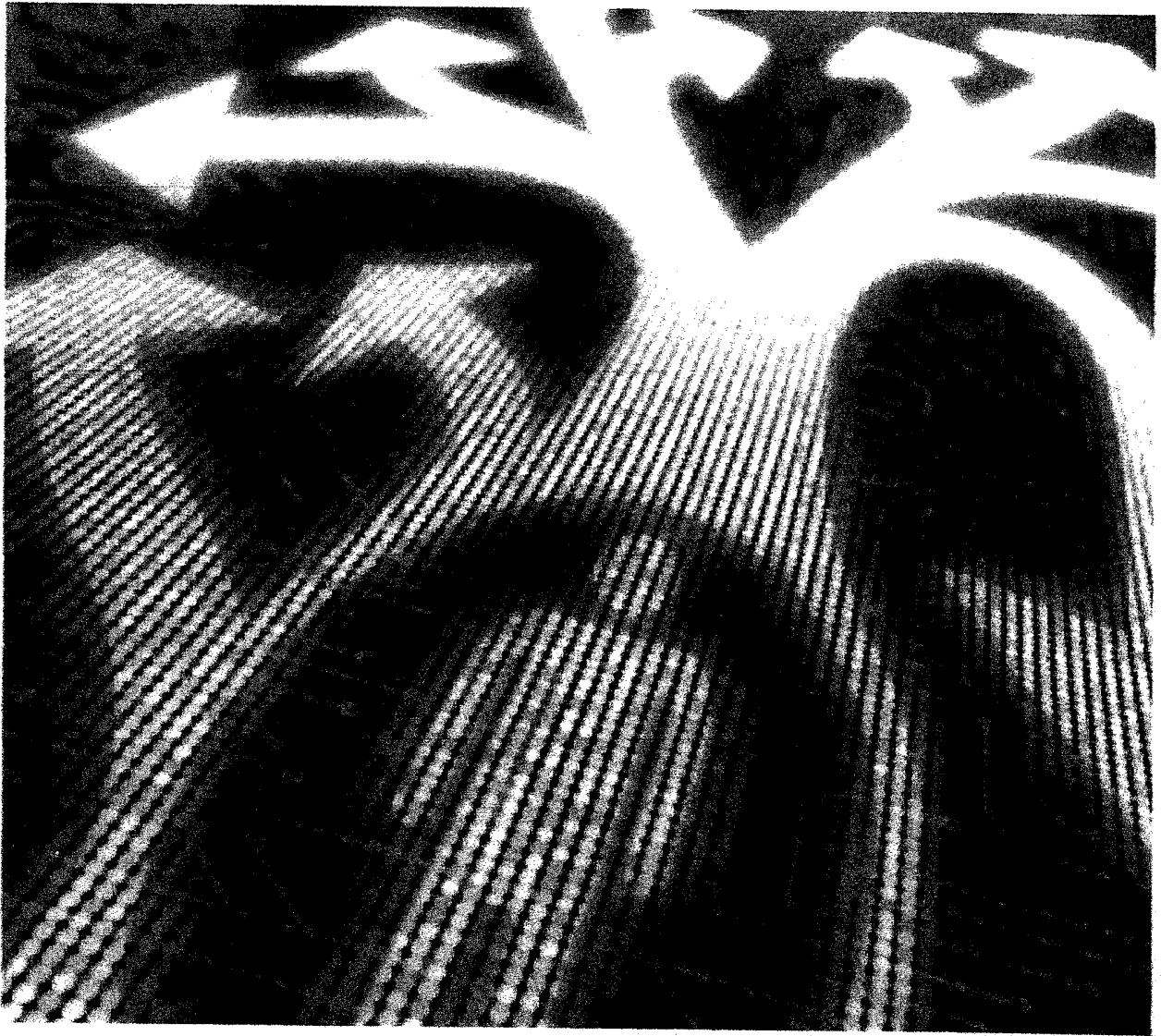
*Andrew Stevens*

Andrew Stevens, Director  
Executive Education



EXECUTIVE  
EDUCATION UNIT





2015

# Transformative Leadership Program

Second Intensive Session – Austin, Texas



THE UNIVERSITY  
of ADELAIDE





# STATE OF TEXAS

Lyndon B. Johnson School of Public Affairs

The University of Texas at Austin

Awarded to

*Christopher Carter*

for recognition of successful completion of the  
Governor's Executive Development Program

Class XXXV

Presented this 8<sup>th</sup> Day of December 2013

*Greg Abbott*  
GOVERNOR OF TEXAS

Executive Vice President  
Lyndon B. Johnson  
School of Public Affairs



*Ann Baker*  
Director, Governor's Executive  
Development Program

# Woodville High School

Woodville



Texas

This is to Certify That

Christopher Carter

has satisfactorily completed the course of study prescribed by  
the Board of Education for the High School and in testimony  
thereof is awarded this

## Diploma

Given this twenty-seventh day of May, 1993

*Charles F. Spulak*  
PRESIDENT

*Glenida F. McKinley*  
SECRETARY

*Laral Moffett*  
SUPERINTENDENT

*Donna W. Harvey*  
PRINCIPAL

**Christopher Carter**

*Is hereby certified:*

**Disciplinary Hearing Officer**

*for the Texas Department of Criminal Justice.*

*Presented this 12th day of October 2005*



A handwritten signature in black ink, appearing to read "D. Dretke", written over a horizontal line.

Douglas Dretke

**TDCJ-CI DIVISION DIRECTOR**



# State of Texas

Texas Department of Criminal Justice  
Human Resources

## Certificate of Achievement

Presented to

*Christopher G. Carter*

in recognition of the successful completion of

*Human Resources Topics for Supervisors*

AND the acquisition of powerful skills that can be used to achieve ever higher levels of personal and professional excellence.

June 13, 2001

Date

*Mary C. Strong*  
Mary C. Strong

Section Director, Staff Development

*Warren N. Moore*  
Warren N. Moore, Ph.D.  
Director, Human Resources

TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
INSTITUTIONAL DIVISION  
ELLIS IN-SERVICE TRAINING ACADEMY

**COMMANDANT AWARD**

*PRESENTED TO*

**CHRISTOPHER CARTER**

*IN RECOGNITION OF YOUR EXEMPLARY KNOWLEDGE  
DURING THE COURSE OF  
UOF / POLICY UPDATES  
CLASS #01-39E1 -- July 9 - 12, 2001*

*R.C. Hollis*

Academy Supervisor

# State of Texas

Texas Department of Criminal Justice  
Human Resources

## Certificate of Achievement

Presented to

*Christopher G. Carter*

in recognition of the successful completion of

*Basic Supervisory Training*

AND the acquisition of powerful skills that can be used to achieve ever higher levels of personal and professional excellence.

June 12, 1998

Date

*Mary Strong*  
Mary Strong

Section Director, Staff Development

*James Bush*  
James Bush  
Director, Human Resources



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TRAINING DEPARTMENT**

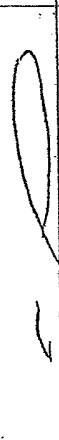
**THIS IS TO CERTIFY THAT**

**CHRISTOPHER G CARTER**

**HAS SUCCESSFULLY COMPLETED**

**PRINCIPLES OF SUPERVISION**

**DATED THIS 29<sup>TH</sup> DAY OF MARCH 2001**



**R.D. McLEOD  
DIRECTOR OF CORRECTIONAL TRAINING**

**TDCJ-ID**

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
TRAINING DEPARTMENT**

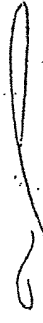
**THIS IS TO CERTIFY THAT**

**CHRISTOPHER G CARTER**

**HAS SUCCESSFULLY COMPLETED**

**TRAINING FOR STAFF TRAINERS**

**DATED THIS 5<sup>TH</sup> DAY OF APRIL, 2001**



**R.D. McLEOD**

**DIRECTOR OF CORRECTIONAL TRAINING**

**TDCJ/ID**

Texas Department of Criminal Justice



Executive Director's  
**Recruiting Award**

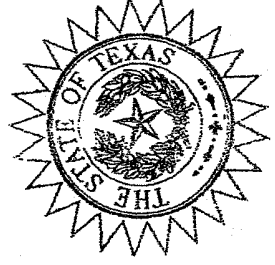
is presented to

*Christopher Carter*

For outstanding service to the Texas Department of Criminal Justice and the citizens of the great State of Texas by going beyond the call of duty and personally recruiting a new Correctional Officer. This deed will enhance the Agency's ability to perform its important mission.

May 29, 2009

Date



*Brad Livingston*  
Brad Livingston, Executive Director



*Texas Department of Criminal Justice  
Correctional Training Department*

This is to certify that

*Christopher Carter  
Lewis Unit Major*

Was 1<sup>st</sup> place in the G.P.S. Navigation Challenge for Major's.

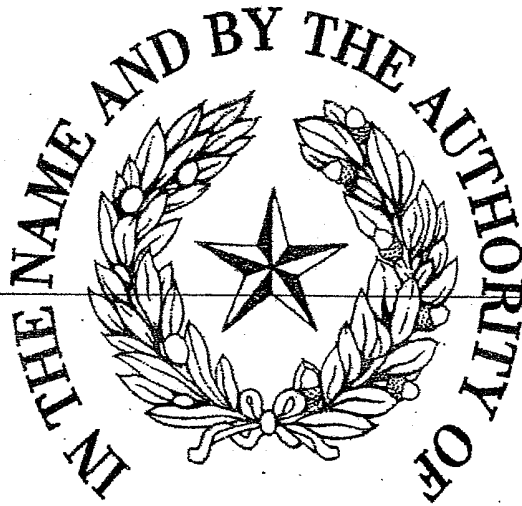
Dated this Twenty-ninth day of August, 2007 A.D.

*A. Castillo*

A. Castillo, Sr. Warden Estelle Unit

*K. Mayfield*

K. Mayfield, Assistant Regional Director



**THE STATE OF TEXAS**

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
CORRECTIONAL INSTITUTIONS DIVISION**

*Christopher Carter*

Is hereby awarded this Certificate of Achievement for successfully  
fulfilling all requirements of participation, attendance, and  
professional conduct as prescribed for the 40 - hour program

**ADVANCED MANAGEMENT TRAINING  
FOR MAJORS**

The affixed signature bears witness to the fact that the above  
named successfully completed Advanced Management Training for  
Majors this 31<sup>st</sup> Day of August 2007

Robert Treon  
Region I Director

Alfonso Castillo  
Senior Warden, Estelle Unit



# Texas Department of Criminal Justice

Correctional Institutions Division

## Christopher G Carter

for successful completion of

### Leadership Forum

Completed Training and Staff Development Requirements

on this day

18 day of July, 2009

*Michael Mackey*

Michael, Mackey

Supervisor

Leadership Development

*7/31/09*

Date



University of Houston ■ Clear Lake

# Certificate of Completion

This is to certify that

**Christopher Carter**

has satisfactorily completed sixty clock hours

**Certified Professional Life Coach**

February 24, 2025

*Ed R. Waller*

Edward R. Waller, Ph.D.  
College of Business  
Dean



**Sam Houston State University**  
**CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS**  
**GEORGE J. BETO CRIMINAL JUSTICE CENTER**

*This*  
*Certificate of Training*

*is awarded to*

*Chris Carter*

*for successful completion of*  
*Senior Level Corrections Leadership Development*  
*Huntsville, Texas*

*October 4-9, 2015*

*HOURS: 36*

*Phillip Lyons, Jr.*

Phillip Lyons, Jr., Dean  
College of Criminal Justice

*Doug Dretke*

Doug Dretke, Executive Director  
Correctional Management Institute of Texas

**SH**<sup>TM</sup>

**Sam Houston State University  
Correctional Management Institute of Texas**

**George J. Beto Criminal Justice Center**

*In association with*





*Presents this certificate of training to*


**CHRIS CARTER**

*For successful completion of the*

**Wardens Peer Interaction Conference  
April 28-May 2, 2014**

  
HARLEY LAPPING  
DIRECTOR, FEDERAL BUREAU OF PRISONS (RETIRED)  
EXECUTIVE VICE PRESIDENT OF CCA

  
DOUG DREYKE  
EXECUTIVE DIRECTOR, CMTI

  
PATRICIA L. CARUSO  
DIRECTOR, MICHIGAN DOC (RETIRED)

Texas Department of Criminal Justice

# *Focused Leadership Conference*

*October 25, 2010 ~ October 28, 2010*



*"The most dangerous leadership  
myth is that leaders are born...  
leaders are made rather than born."*



# IN APPRECIATION OF:

Christopher G. Carter

WE, YOUR ASSOCIATES AT

The GEO Group, Inc.

APPLAUD YOUR EXPERIENCE, COMMITMENT AND  
PRODUCTIVITY IN HELPING US ACHIEVE SUCCESS.

THANK YOU FOR

Five Years

OF VALUABLE SERVICE

*George C. Zoley*

George C. Zoley  
Chairman of the Board and Chief Executive Officer



The GEO Group, Inc.

*Texas Department of Criminal Justice*  
*Correctional Training and Staff Development*

*Christopher G Carter*

*Is hereby awarded this Certificate of Completion for successfully fulfilling all  
requirements as prescribed for the 16-hour Correctional Leadership Seminar  
on this the  
25<sup>th</sup> Day Of October, 2006*



*Cliff Priestwood*

*Captain*

*Leadership Development*

*10-25-06*

*Date*

# Certificate of Appreciation

This Certificate is that

of appreciation for the

services rendered by

and that the same is hereby acknowledged.

Witness my hand and the seal of the

at the City of New York, this

day of

19

at New York, New York.

Secretary

President

Vice President

Member at Large

Member at Large

Member at Large

Member at Large

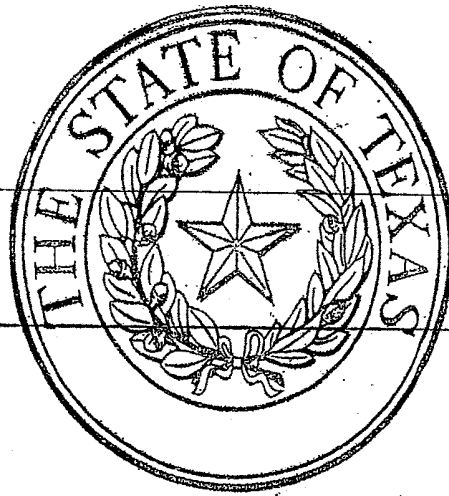
Member at Large

Member at Large

Member at Large

Member at Large

Member at Large



*The State of Texas  
Department of Criminal Justice  
Gib Lewis Unit*

*presented to*

*Christopher G. Carter*

*in recognition of enduring professionalism and commitment during  
Hurricane Rita and the aftermath that followed.*

*Your dedication to the safety and security of offenders, as well as  
the community, during such a devastating event was a true  
display of the caliber of employee we, as Administrators, hope to  
have the privilege of serving with. Your efforts, in no small part,  
ensured the Gib Lewis Unit not only maintained operational  
readiness, but upheld our pledge to provide public safety.*

A handwritten signature in dark ink, appearing to read "Michael Roesler".

Michael Roesler

A handwritten signature in dark ink, appearing to read "Gregory L. Dawson".

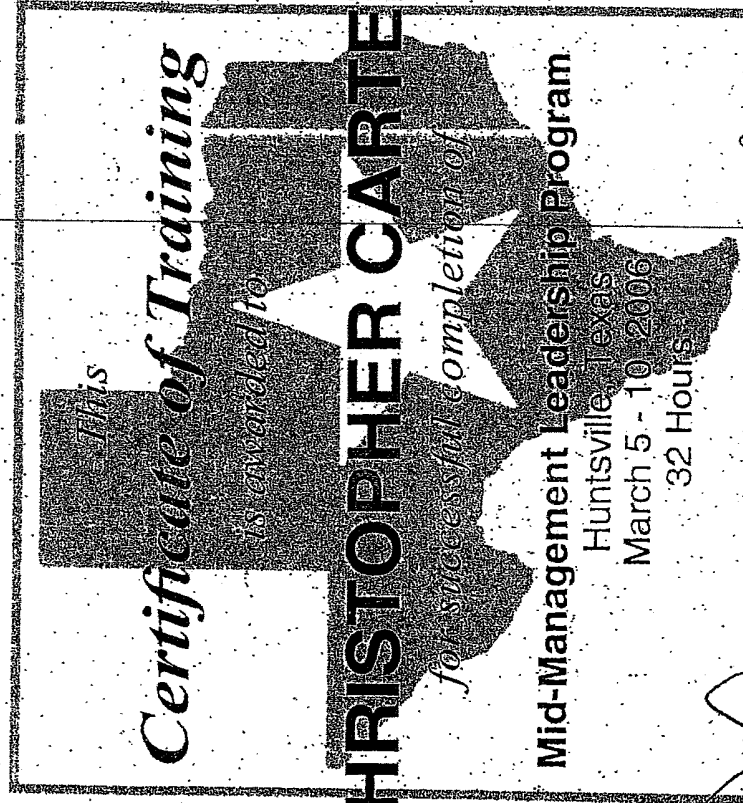
Gregory L. Dawson

A handwritten signature in dark ink, appearing to read "Paul Sloan".

Paul Sloan



**Sam Houston State University**  
CORRECTIONAL MANAGEMENT INSTITUTE OF TEXAS  
GEORGE J. BETO CRIMINAL JUSTICE CENTER



*Richard H. Ward*

Richard H. Ward, Dean  
College of Criminal Justice

*Christie Davidson*

Christie Davidson, Interim Director  
Correctional Management Institute of Texas



# TEXAS DEPARTMENT OF CRIMINAL JUSTICE

## Support Operations

### Correctional Training & Staff Development

**Christopher Carter**

Is hereby awarded this Certificate of Completion for successfully fulfilling all requirements of participation, attendance and professional conduct as

**FIREARMS INSTRUCTOR**

These affixed signatures bear witness to the 40 hour Firearms

the listed graduate successfully completed the 12th day of May, 2006

*Christopher Toney*

Christopher Toney.  
Region I Range Sgt.

*Guy R. Cabeen Jr.*

Guy R. Cabeen Jr.  
Region I Range Supervisor

# Texas Department of Criminal Justice

*Correctional Institutions Division*

## AWARD NOMINATION FORM

### NOMINATION

I hereby nominate Christopher Carter for the following award  
(please check one):

- ☐ OUTSTANDING CORRECTIONAL OFFICER
- ☐ OUTSTANDING EMPLOYEE
- ☐ OUTSTANDING CORRECTIONAL SUPERVISOR
- ☐ OUTSTANDING SUPERVISOR
- ☐ OUTSTANDING CORRECTIONAL ADMINISTRATOR (JAY BYRD MEMORIAL AWARD)
- ☐ OUTSTANDING CORRECTIONAL ADMINISTRATOR (WARDEN OF THE YEAR)
- ☒ OUTSTANDING MAXIMUM SECURITY CORRECTIONAL SUPERVISOR
- ☐ OUTSTANDING MAXIMUM SECURITY CORRECTIONAL OFFICER

NOTE: SEE INSTRUCTION IOC FOR DEFINITIONS

### NOMINEE INFORMATION

Name Christopher Carter Dept./Unit Gib Lewis Expansion Cell Block

Address PO Box 9000 FM 3497 ½ mile

City / State / Zip Woodville Texas 75990

Phone # (409-283-8181)

Fax # (409-283-6124)

### NOMINATOR INFORMATION

Name Assistant Warden Gary Currie Dept./Unit Gib Lewis Unit Expansion Cellblock

Address PO Box 9000 FM 3497 ½ mile

City / State / Zip Woodville Texas 75990

Phone # (409-283-8181)

Fax # (409-283-6124)

### REFERENCES

(List the names and addresses of two other persons familiar with the accomplishments of the nominee.)

#### Reference #1

Name Warden Greg Dawson

Address PO Box 9000 FM 3497 ½ mile

City / State / Zip Woodville Texas 75990

**Reference #2**

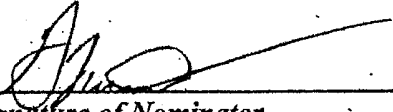
Name Assistant Warden Mike Roesler

Address PO Box 9000 FM 3497 ½ mile

City / State / Zip Woodville Texas 75990

**SUPPORTING STATEMENT AND SUPPORTING MATERIAL**

~~Please include a supporting statement of not less than one and not more than five typewritten,~~  
double-spaced pages describing why the nominee is considered "Outstanding" in the selected category. This may include supporting material such as clippings, pamphlets, and letters of recommendation, but should not exceed five pages. A resume may be included in addition to the supporting statement and supporting material. The nominee must not complete their own nomination form.

  
*Signature of Nominator*

10-08-08  
*Date*

**NOTE:**

**Units and departments must return this completed form to the appropriate Correctional Institutions Division Deputy Director/Regional Director.**



Texas Department of Criminal Justice  
Gib Lewis Unit  
Inter-Office Communication

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*To: Corrections Institutions Division  
Awards Committee*

*Date: October 7 2008*

---

*From: Gary Currie  
Assistant Warden Gib Lewis unit*

*Subject: Nomination For Outstanding  
Maximum Security Correctional  
Supervisor RE: Major Christopher  
Carter*

---

---

I Nominate Major Christopher Carter Of the Gib Lewis Unit Expansion Cellblock for Outstanding Maximum Security Correctional Supervisor Major Carter has 159 months of service to The Texas Department of Criminal Justice Institutional Division. Major Carter was promoted to the rank of major on April 1 2007 at the Gib Lewis unit Expansion cellblock. Major Carter is an exemplary supervisor that is proactive in his approach to his job of supervising of 210 Correctional staff members and 940 Offenders assigned to the expansion cellblock. The custodies of the offenders assigned to the Expansion cellblock include administrative segregation and G5 Custody and G2 support service offenders. Christopher Makes sound decisions when addressing difficult situations and understands the requirements of his job.

---

Christopher stays alert to current practices and procedures. Christopher is innovative in addressing the issues which he is confronted with when dealing with the management of problematic and violent offenders assigned to the Expansion cellblock. Christopher meets his responsibility promptly and takes on additional responsibilities without negatively affecting other work and is always trusted to represent the company well. Christopher's impact on the Gib Lewis unit is evident by the steady decline in serious Problematic issues on the Expansion cellblock. Christopher's Continued growth and development is due to his diligent quest and hunger for knowledge and his relentless drive to improve his areas of responsibility. Christopher demonstrates a significant commitment to the agencies Mission. His personality, demeanor and work ethic has led the way in transforming the Gib Lewis unit culture and

---

started the unit down the road to restoring the unit Reputation. His attention to detail and his ability to identify issues prior to the becoming problems is the cornerstone to the turn around of the Gib Lewis unit. Christopher is the consummate professional and is unrivaled in his field. I take great pride in nominating

---

Major Christopher Carter for the award of Out Standing Maximum Security Supervisor

---

CC. File

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Texas Department of Criminal Justice  
Institutional Division

Inter-Office Communications

To: Whom it may concern

Date: May 5, 2003

From: C. Moore, Captain

Subject: Outstanding correctional Supervisor  
Lieutenant Christopher Carter

I would like to nominate Lieutenant Christopher Carter of the Gib Lewis Unit for Outstanding Correctional Supervisor in the TDCJ-ID Institutional and Operations Division Awards. Lieutenant Carter began his career with the Institutional Division on February 01, 1995 upon being assigned as a Correctional Officer to the Garza East Unit. During his tenure at the Garza East Unit, this fine staff member rapidly excelled in his development as a Correctional Officer and was rewarded for his efforts by being promoted to Sergeant of Correctional Officers at the Polunsky Unit on March 01, 1998. During his time as a Sergeant, this outstanding individual proved that there were no obstacles or challenges that he could not overcome either by sheer determination or by pure strength of character. With his outstanding work ethic and his personal integrity to guide him in his interactions with both staff and offenders, he quickly rose to attain the rank of lieutenant at the Polunsky Unit on February 01, 2000. After nearly two years of dedicated service to the Polunsky Unit as one of their top supervisors, he opted, with deep regret, to tenure his employment with this agency and left our ranks on May 31, 2002 in order to pursue other obligations to his family. After a very brief hiatus from the Agency, he resumed employment with the Agency on November 04, 2003 upon being assigned to the Gib Lewis Unit. Almost immediately this stellar individual received promotion to Sergeant at the Gib Lewis Unit on December 15, 2002. Shortly after his meteoric rise to Sergeant, he was once again promoted to Lieutenant at the Gib Lewis Unit on February 01, 2003. During his time at this Institution, Lieutenant Carter has proven to be the epitome of what all

Correctional Staff should strive to emulate in their development and evolution as Correctional Officers. Lieutenant Carter's calm self-assurance and his ability to intelligently and intrepidly overcome any challenge he is confronted with have made him a beacon of stability in the turmoil of what correctional work is. Lieutenant Carter freely gives of himself to mentor to this staff and this along with his intrinsic grasp of the Agency's operational requirements, has made Lieutenant Carter's calm resolve and outstanding professionalism sets the example for not only subordinates but for his peers also. His faithful devotion to his chosen vocation and his steadfast integrity warrant his consideration for this prestige accolade of Outstanding Correctional Supervisor.



# **APPLICANT EEO DATA FORM**

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print) <b>Carter</b>		First <b>Christopher</b>	Middle <b>George</b>
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]	4. Daytime Phone [REDACTED]
5. Work Phone <b>936-437-2811</b>					
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input type="checkbox"/> W-White <input checked="" type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races			
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper _____<br>Name of Newspaper  | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                 | <input type="checkbox"/> 07 - College/University Career Day         | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office       |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                                 |  |
| <input type="checkbox"/> 05 - Television               | <input checked="" type="checkbox"/> 10 - Agency Web Site - Internet |  |

**X**   
Signature - Applicant

**7/10/2025**  
Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



---

## ANGELA NE'COLE CHEVALIER

TEXAS DEPARTMENT OF CRIMINAL  
JUSTICE DIRECTOR III – REGION IV

---

### PROFILE

Correctional Professional with over 21 years of experience with the Texas Department of Criminal Justice, providing leadership, cultural change and a positive work environment. I am creative and innovative, possess the ability to adapt in an ever-changing world, remain poised under pressure, have excellent communication and people skills, relatability, outstanding leadership qualities, and the gift of situational awareness and discernment.

### CONTACT

[angela.chevalier@tdcj.texas.gov](mailto:angela.chevalier@tdcj.texas.gov)



### ACTIVITIES AND INTERESTS

Travel – Dancing – Singing  
– Spending Time with Loved Ones  
– Spiritual and Emotional Growth

## EXPERIENCE

### **DIRECTOR III – REGION IV**

JULY 15, 2024 – PRESENT

### **SENIOR WARDEN**

JANUARY 1, 2021 – JULY 14, 2024

### **ASSISTANT WARDEN**

JUNE 1, 2018 - DECEMBER 31, 2021

### **MAJOR OF CORRECTIONAL OFFICERS**

JULY 1, 2015 – MAY 31, 2015

### **CAPTAIN OF CORRECTIONAL OFFICERS**

AUGUST 1, 2012 – JUNE 1, 2015

### **LIEUTENANT OF CORRECTIONAL OFFICERS**

JANUARY 1, 2009 – JULY 31, 2012

### **OPERATIONAL REVIEW/SERGEANT OF CORRECTIONAL OFFICERS**

NOVEMBER 1, 2007 – DECEMBER 31, 2009

### **CORRECTIONAL OFFICERS**

MAY 6, 2004 – OCTOBER 31, 2007

## EDUCATION

### **MASTER OF SCIENCE IN CRIMINAL JUSTICE LEADERSHIP AND MANAGEMENT**

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS  
AUGUST 15, 2015

### **BACHELOR OF SCIENCE IN CRIMINAL JUSTICE WITH A MINOR IN PSYCHOLOGY**

SAM HOUSTON STATE UNIVERSITY, HUNTSVILLE, TEXAS  
MAY 14, 2005

### **ASSOCIATE IN ART IN CRIMINAL JUSTICE**

HOUSTON COMMUNITY COLLEGE  
NOVEMBER 5, 2002



July 11, 2025

Dear Chairman Eric Nichols and Members of the Texas Board of Criminal Justice:

Without knowing what other candidates may have applied for this role, and I know there likely are other great candidates, I am writing today to recommend Angela Chevalier for the role of Executive Director of the Texas Department of Criminal Justice. I was introduced to her as the Senior Warden of the Mark W. Stiles Unit in May of 2024, during the Mike Barber Ministries Spiritual Awareness Conference and Weekend of Excitement.

Ms. Chevalier demonstrated a level of professionalism, commitment, dedication, leadership and engagement with her staff and men in her custody that left a lasting impression. There was outstanding organization of unit operations, an open line of communication and willingness to assist that created a productive environment for spiritual growth. It was clear that she was a full supporter of the mission that the ministry was set to accomplish. While preparing for the conference, a severe storm of high winds and rain threatened to cause serious logistical issues. Ms. Chevalier stood side by side with the ministry crew, the incarcerated men and her staff as they worked tirelessly as a team through the storm to prevent damage to the tent and equipment stored underneath. During the conference, she displayed an act of compassion and caring for one of the men in medical distress. In addition, she testified to the men about her personal struggles through life and her own spiritual development, and she was baptized alongside the men that day by an ex-incarcerated man who was once under her supervision.

I have a deep professional respect for Ms. Chevalier and sincerely believe that her leadership style demonstrates that of a true servant leader. She leads with professional knowledge and experience combined with humility and compassion. Her leadership is a true benefit to the Texas Department of Criminal Justice, and for that reason I submit this letter of recommendation.

As Iron Sharpens,

Mike Barber  
Acts 20:24



## Texas Department of Criminal Justice

Felipe Gonzalez  
Senior Warden

July 11, 2025

Dear Members of the Texas Board of Criminal Justice,

I would like to start by saying I have known Region IV Director, Angela Chevalier, for over 20 years. Over the 20 years of our professional career, I have witnessed Ms. Chevalier climb the career ladder in every security position available in the agency from a correctional officer to her current position of Region IV Director. I hold Ms. Chevalier in high regard while advancing up the career ladder. At every position Ms. Chevalier has held, she has strived for excellence and grown into the position to learn and be knowledgeable of the position she has advanced too.

Ms. Chevalier has demonstrated great leadership skills and qualities to lead her subordinates in the proper direction. Ms. Chevalier has also demonstrated great people and communication techniques when interacting with subordinates, employees, and the inmate population. Ms. Chevalier has always displayed these qualities and has made it a priority in her professional career and personal life to hold those qualities close and display them on an everyday basis. Ms. Chevalier has always dedicated herself to impact all employees within the Texas Department of Criminal Justice in a positive manner. Through her qualities of being a great communicator and leader, she has promoted her subordinates and others to continue to grow in their professional careers and personal life. As a great leader she is always providing advice and passing positive comments to assist in becoming a better employee for the agency and become a well-rounded individual.

On a personal note, Ms. Chevalier has always put family first and ensures her subordinates are keeping their families in the forefront and ensuring they remember why they are working for the agency. It has been a great privilege and honor to work with her and under her supervision as a Senior Warden with the Agency. I would recommend Ms. Chevalier for any leadership position with the Agency as she strives for excellence and continues to meet the needs of the employees, clients, and individuals under our supervision for the Texas Department of Criminal Justice and the citizens of the State of Texas. I would like to recommend Ms. Chevalier for the position of Executive Director of the Texas Department of Criminal Justice.

Best wishes,

A handwritten signature in blue ink, appearing to read "Felipe Gonzalez".

Felipe Gonzalez  
Senior Warden  
Lopez/Segovia Complex

---

*Our mission is to provide public safety, promote positive change in offender behavior, reintegrate offenders into society, and assist victims of crime.*

1203 El Cibolo Road  
Edinburg, TX 78542  
[www.tdcj.texas.gov](http://www.tdcj.texas.gov)



July 11, 2025

RE: Letter of recommendation for Angela Chevalier

Dear Members of the Texas Board of Criminal Justice:

I am honored to write this letter of recommend for Angela Chevalier for the position of Executive Director of the Texas Department of Criminal Justice. I was blessed to have supervised Angela for 8 years in my role as the Region III Director and have experienced her growth and development as she progressed in her career.

My first encounter with Angela was as a Major of the Hospital Galveston Unit just after Hurricane Harvey. I was instantly impressed with her professionalism in a crisis situation and her commitment and dedication to the agency. I discovered her working in the wardens office and when asked where her uniforms were, she humbly stated that she did not have any that were clean. She explained that she had been sleeping on the unit for over two weeks due to living over an hour away and was going to Walmart to purchase clothing. In addition, she was the only leadership on the unit at the time as the Senior Warden had retired prior to the incident. She possessed a knowledge of the Hospital Galveston Unit operations, and her presence ensure that all operations ran without pause for concern. She was outstanding Assistant Warden at the Darrington (now Memorial) Unit, but she really stepped into her light as the Senior Warden of the Mark W. Stiles Unit. The unit needed a strong leader. Angela displayed professional courage and accepted the challenge without hesitation. In a short amount of time, with her grit, determination, creativity and progressive innovations, she changed the culture on the Stiles Unit in an unprecedented positive direction. Angela's presence could be felt throughout the facility even when she was not there.

As a professional, Angela was always a pleasure to work with. Her commitment, courage, integrity, perseverance and dedication are evident in everything she does. She leads with both her mind and her heart. She truly is a transformational leader. Based on my experience with her, I submit my highest recommendation. If any further information is needed, please do not hesitate to contact me.

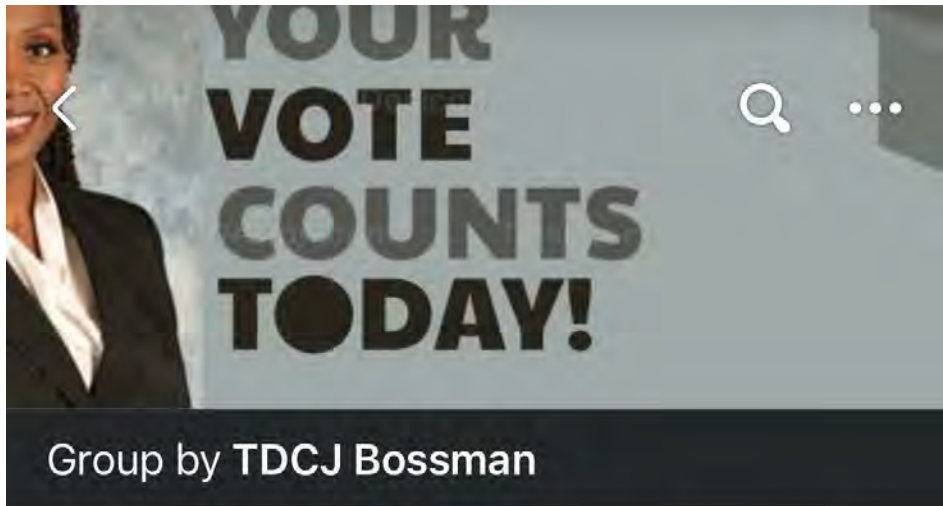
Sincerely,

A handwritten signature in black ink, appearing to read 'Maricia Jackson', with a long, sweeping horizontal line extending to the right.

Maricia Jackson



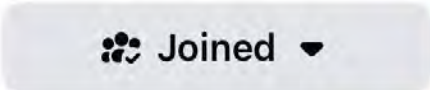

## Facebook Unconventional/Unsolicited Letters of Reference



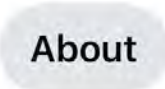




Group by **TDCJ Bossman**


### Campaign to Appoint Angela Chevalier as TDCJ Executive Director >




🌐 Public group · 94 members


    

---





 Anonymous post  Feeling  Check-in

---

**Most relevant** 

---

**TDCJ Bossman**  Admin Jul 3 · 🌐

## Facebook Unconventional/Unsolicited Letters of Reference

<  Campaign to Appoi... 🔍 ...



**TDCJ Bossman**

...

Admin Jun 7 • 🌐

Let's campaign to appoint Angela Chevalier as the new TDCJ Executive Director.... [See more](#)



   17

10 comments 9 shares



Like



Comment



Send



Share



## Facebook Unconventional/Unsolicited Letters of Reference



TDCJ Bossman's post



Linda-Mike Mexico

She was the warden at Stiles before being promoted to Regional Director. I had numerous dealings with her, all extremely positive. She is an amazing person, very innovative and forward thinking. She recognized potential and encouraged and supported that potential. Right before she was promoted, she introduced a number of innovative programs, selected by her after inmates came forward with their ideas. They were very well received, and just indicative of her personal commitment to be part of the solution and not the problem. I truly believe she would make a huge difference in TDCJ if she was appointed to that position. Is there a petition to sign?

4w Like Reply



TDCJ Bossman Author Admin

Linda-Mike Mexico This Facebook Group is our petition. We need to get the word out and our numbers up. Further we need to post positive stories. If we can pull this off, the Texas Board of Criminal Justice will hear us. Let's bless Angela Chevalier with obtaining this Executive Director role. She is what TDCJ desperately needs.

4w Like Reply



## Facebook Unconventional/Unsolicited Letters of Reference



TDCJ Bossman's post



**JerMallory Barnes**

She was my assistant warden at Darrington i seen her do 100+ moves during covid, ive seen her step in and run shift as a AW, ive also seen her even get her hands dirty in Uof and she ran the penitentiary with iron fist while maintaining the guild lines of policy and procedure a true Leader one of the best people ive ever met while working for the agency.

4w Like Reply

4



**Jose Perez** · [Add friend](#)

She was a great major and would be a awesome EXECUTIVE DIRECTOR she is a great person to work under

4w Like Reply



**Savanna Trowbridge**

[Angela Chevalier](#), now THIS is something I could/would get behind SO fast!!! Ma'am, you'll be "that" wall before you know it with all you have done with and for the agency! Miss you! 💕💕

3w Like Reply

## Facebook Unconventional/Unsolicited Letters of Reference



Jose Perez · [Add friend](#)

She was a great major and would be a awesome EXECUTIVE DIRECTOR she is a great person to work under

4w Like Reply



Savanna Trowbridge

[Angela Chevalier](#), now THIS is something I could/would get behind SO fast!!! Ma'am, you'll be "that" wall before you know it with all you have done with and for the agency! Miss you! 💕💕

3w Like Reply



Johnnie Sax

She definitely made a very positive impression with me, the first & only time I had any dealings with her! I still have her card she gave me. She was warden at HG at that time, July 2022.

3w Like Reply



Ken Brown

I would proudly vote for her as Executive Director. She is Firm, Fair and Consistent with officers and Rank. She is definitely a leader I would follow.

3w Like Reply

## Facebook Unconventional/Unsolicited Letters of Reference

< TDCJ Bossman updated the group cover photo.

Admin Jun 7 •

Like Comment Send Share

4 2 shares

All comments ▾

Jose Perez · [Add friend](#)  
We're do we vote  
4w Like Reply

TDCJ Bossman Author Admin  
[Jose Perez](#) We can't vote, but we can influence the minds of the Texas Board of Criminal Justice. We need to get as many followers of this group as possible. We need to be publishing the great stories of Angela Chevalier. Together, we can do it.  
4w Like Reply

## Facebook Unconventional/Unsolicited Letters of Reference



We want Angela Chevalier as our New Texas Department of Criminal Justice Executive Director.



  **JerMallory Barnes + 6**

All comments ▾



Ashleen Gaddy · [Follow](#)  [Group expert](#)





I couldn't agree more! As an advocate, any time we email or call her, she's immediately on the situation and results are seen!!

4w Like Reply




2 







## Facebook Unconventional/Unsolicited Letters of Reference



**TDCJ Bossman** updated the description.  
 Admin Jun 7 · 

We want Angela Chevalier as our New Texas Department of Criminal Justice Executive Director.


 Like  Comment  Send



  **JerMallory Barnes + 6**

All 7  5  2






**Gualkiria V Ramirez**  
21 mutual friends

 Message





**JerMallory Barnes**  
25 mutual friends



 Message



**Amber Titus**





**Tonie Craddock**





**Lisa Raabe**  
1 mutual friend

**Add friend**



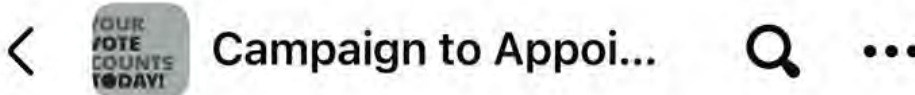
**Cindy Pate**



**Taura M. Ware Thompson**  
16 mutual friends

**Add friend**

## Facebook Unconventional/Unsolicited Letters of Reference



**TDCJ Bossman**

Admin Jul 3 • 🌐

Tell Angela Chevalier that we are cheering for her!

TDCJ Bossman 🚔



**Texas Department of Criminal Justice** ✓

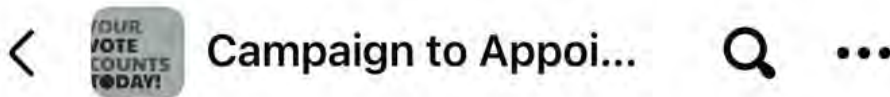
Jul 3 • 🌐

This July 4, as we celebrate the values of service, leadership, and commitment to public safety, the Texas Board of Criminal Justice invites qualified individuals to explore a key leadership opportunity with the Texas Department of Criminal Justice.

The Executive Director position remains open through July 12, and we continue to welcome applications from experienced leaders who exemplify integrity, innovation, and dedication to public service in our great state. If you or someone you know is called to serve at the highest level of public safety leadership, we encourage you to learn more and apply at [https://www.tdcj.texas.gov/news/executive\\_director\\_search.html](https://www.tdcj.texas.gov/news/executive_director_search.html).

From all of us at the Texas Board of Criminal Justice, have a safe and meaningful Independence Day!

## Facebook Unconventional/Unsolicited Letters of Reference



### Texas Board of Criminal Justice Meeting

Join the Texas Board of Criminal Justice meeting who may talk about the search for the next Executive Director of TDCJ. (Hopefully, Angela Chevalier! 😊)

- TDCJ Bossman 🚔

#TDCJBossman

#TDCJUnCensored

#TDCJ

Campaign to Appoint Angela Chevalier as TDCJ Executive Director

<https://www.facebook.com/share/p/1BhowPjHAv/>



**Texas Department of Criminal Justice** ✓

Jun 25 • 🌐

Join us LIVE on the [#TDCJ](#) YouTube channel for the 241st meeting of the Texas Board of Criminal Justice (TBCJ) and the 348th meeting of the [Windham School District](#) (WSD) Board of Trustees on Thursday, June 26!





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Chevalier, Angela Ne'Cole

(Last) (First) (Middle)

(Daytime Phone)

(254) 248-7339

(Work Phone, Optional)

E-MAIL ADDRESS Angela.Chevalier@tdcj.texas.gov

List any other names used if different from name on this application. N/A

List exact title of position or type of work and location for which you wish to apply: <u>Executive Director (Austin/Huntsville Texas)</u>	Job Posting Number <u>032020</u>	Closing Date <u>07/12/2025</u>
List the state agency with which you wish to apply: <u>Texas Department of Criminal Justice</u>	Do you have any relatives working for this agency? If so, list names and relationships: <u></u>	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 07/12/2025 Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? N/A

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100%

Current Driver's License # (if required for position)  Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Statewide

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Alief Kerr High School

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Houston Community College					11/5/2002			Associate in Art	Criminal Justice
	Sam Houston State University					5/14/2005			Bachelor of Science	Criminal Justice/Psychology
Graduate Schools	Sam Houston State University					8/15/2015			Master of Science	Criminal Justice Leadership and Management
Technical or Vocational Schools										



### AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Proficient at operating all office equipment, hardware, and software. Excellent ability to communicate. Outstanding trainer, teacher and mentor. Incredible time management skills. Incredibly organized and able to evolve with an ever changing environment.

Approximately how many words per minute do you type? 40+ \_\_\_\_\_

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☒ No ☐

If you have been previously employed by the State of Texas, list the agency/agencies:

Currently - TDCJ

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒  
If yes, are you currently 25 years of age or younger? Yes ☐ No ☐

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR  
UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED**

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE:

X

07/09/2025

Signature – Applicant

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** Chevalier, Angela Ne'Cole

Last

First

Middle

Position Title: <b>Director III - Region IV</b> Employer: <b>Texas Department of Criminal Justice</b> Mailing Address: <b>965 Ofstie Street</b> City & State/ZIP: <b>102</b> Employer's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>							Immediate Supervisor Name: <b>L.E. Townsend</b> Title: <b>Deputy Division Director</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>			Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-Managerial	Give average # of hours worked per week if part-time: <b>40+</b>					
Mo.	Day	Yr.	Mo.	Day	Yr.						
07	15	24									
					Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: <b>4700+</b>					
Summary of experience including special training/skills/qualifications you have used in the performance of this job:  Provide direction and guidance in strategic operations and planning for the Institutional Units and State Jails. Establish the strategic plan, goals and objectives, policies, procedures, guidelines and monitor compliance. Establish priorities, standards and measurement tools for determining progress. Coordinated and evaluate program activities. Identify the need to revise program areas and recommend staffing and funding for program activities. Review and approve budgets. Supervise with extensive latitude for the use of initiative and independent judgment. Review and approve management, productivity, and financial reports and studies. Review results of special investigations, internal audits, research studies, forecasts and modeling exercises to provide direction and guidance. Direct preparation, development, review and revision of legislation and develops the agency's position regarding legislative impact. A representative of the agency.  <b>Specific reason for leaving:</b> Current Position											
Position Title: <b>Senior Warden II</b> Employer: <b>Texas Department of Criminal Justice</b> Mailing Address: <b>3060 FM 3514</b> City & State/ZIP: <b>Beaumont, TX 77705</b> Employer's Telephone No.: <b>(281) 369-3736</b>							Immediate Supervisor Name: <b>Maricia Jackson</b> Title: <b>Director III, Region 3</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>			Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-managerial	Give average # of hours worked per week if part-time: <b>40+</b>					
Mo.	Day	Yr.	Mo.	Day	Yr.						
01	01	21	07	14	24						
					Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: <b>500+</b>					
Summary of experience including special training/skills/qualifications you have used in the performance of this job:  Warden I at Havins Unit, Warden II at Hospital Galveston and Young Units, Ellis Unit, and Stiles Unit - Supervising (approximately) 20+ Departments Heads, 2 Assistant Wardens, 2 Majors, 10 Captains, 34 Sergeants and 400+ Correctional Officers/non-uniformed staff. Manage correctional facilities. Direct facility operations in the overall management and administration of staff, officers, equipment, permanent improvements, and property of the correctional facility; and administer procedures and practices relating to the security of offenders and ensures that policies, procedures, rules, and regulations are enforced. Plan, direct, and coordinate operations during emergencies. Direct work assignments, classification committee, rehabilitative records, and reports on offenders. Direct inspections of the facility and determines whether improvements are necessary and directs and approve requisitions, inventory, and issuance of supplies, materials, and equipment. Oversee staffing, retention, and recruiting. All other duties as needed.  <b>Specific reason for leaving:</b> Promoted											

Position Title: Assistant Warden		Immediate Supervisor Name: Maricia Jackson		Full-Time <input checked="" type="checkbox"/>	
Employer: Texas Department of Criminal Justice		Title: Director III - Region 3		Part-Time <input type="checkbox"/>	
Mailing Address: 59 Darrington Road		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Rosharon, TX 77583				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: (281) 369-3736				Give average # of hours worked per week if part-time: 40+	
Starting Date		Leaving Date		Current/Final Salary	
Mo.	Day	Yr.	Mo.	Day	Yr.
06	01	18	12	31	20
				\$ 5,562.09	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervising (approximately) 20 Departments Heads, 2 Majors, 8 Captains, 24 Sergeants and 300+ Correctional Officers/non-uniformed staff. Manage correctional facilities; administer policies and procedures; direct security, housing, and facility operations. Direct operations regarding the control, security, and administration of staff, offenders, equipment, permanent improvements, and property of the correctional facility; ensure compliance with policies, procedures, rules, and regulations; and enforce disciplinary rules. Plan and direct procedures and practices relating to security; respond to and planning for emergency situations. Oversee the preparation and documentation of work assignments, classification committee, rehabilitative records, and reports on offenders. Direct inspections of the living accommodations of offenders for proper sanitation and determines whether improvements are necessary; oversee building maintenance and improvements; and approve requisitions for materials and supplies. All other duties as needed.

Specific reason for leaving: Promoted

Position Title: Maior of Correctional Officers		Immediate Supervisor Name: Maricia Jackson		Full-Time <input checked="" type="checkbox"/>	
Employer: Texas Department of Criminal Justice		Title: Director III - Region 3		Part-Time <input type="checkbox"/>	
Mailing Address: P.O. Box 48, Substation #1		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Galveston, TX 77555				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: (281) 369-3736				Give average # of hours worked per week if part-time: 40+	
Starting Date		Leaving Date		Current/Final Salary	
Mo.	Day	Yr.	Mo.	Day	Yr.
07	01	15	05	31	18
				\$ 4,453.12	
				Technical <input type="checkbox"/>	
				Non-managerial <input type="checkbox"/>	
				Supervisory/Managerial <input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

(Hospital Galveston and Young Units) - Supervising (approximately) 20 Departments Heads, 8 Captains, 24 Sergeants and 300+ Correctional Officers/non-uniformed staff. Maintain unit security, perform other administrative duties, and ensure all activities are conducted in accordance with the Texas Department of Criminal Justice, unit, and departmental policies. Interview and assign all correctional staff to specific shifts or special work assignments. Provide necessary instruction to all correctional staff, departmental staff and offenders to ensure all daily activities are implemented and performed properly. Frequently conduct unannounced daily inspections of all areas. Address policy violations as per policy. Investigate allegations of staff and offender misconduct. Coordinate with the warden and the Office of the Inspector General. Ensure all mandatory training is conducted. Assign inmates to housing and jobs. Ensure all unit activities and turnouts are conducted in accordance with the units 24-hour building schedule. Ensure incidents occurring at the unit are investigated. Reviews of video surveillance recordings. Act as duty warden. Serve as chairperson on the Unit Classification Committee or Restrictive Housing Committee. Review, monitor, and track Inmate Protection Investigations. Respond to and provide assistance as required for activation of the Incident Command System. Perform any other duties assigned.

Specific reason for leaving: Promoted



Position Title: Captain of Correctional Officers Employer: Texas Department of Criminal Justice Mailing Address: 5155 FM 655 City & State/ZIP: Rosharon, TX 77583 Employer's Telephone No.: (281) 595-3481							Immediate Supervisor Name: Richard Babcock Title: Major Supervisor's Telephone No.: [REDACTED]		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 400+	Give average # of hours worked per week if part-time: 40+
Mo.	Day	Yr.	Mo.	Day	Yr.				
08	01	12	06	01	15	\$ 3,751.54			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

(Connally Unit and Region 3 Training Academy) - Supervising (approximately) 20 Departments Heads, 24 Sergeants and 300+ Correctional Officers/non-uniformed staff. Assist in the supervision and training of correctional officers, supervisors, departmental staff and offenders. Assist with all security functions of the unit, and ensure all activities are conducted in accordance with the Texas Department of Criminal Justice, unit, and departmental policies. Provide necessary instruction to all to ensure all daily activities are implemented and performed. Conducting and documenting unannounced inspections of all areas. Document policy violations as per policy and approval or denial of time off. Investigate allegations of misconduct and coordinate with the warden and the Office of the Inspector General as needed. Attend shift turnouts. Ensure all unit activities and turnouts are conducted in accordance with the 24-hour building schedule. Ensure daily inspections and required documentation are completed. Conduct a review of video surveillance recordings. Ensure all counts are conducted by shift supervisors. Serve as Disciplinary Hearing Officer and chairperson on the Unit Classification Committee or Restrictive Housing Committee as needed. Respond to and provide assistance as required for activation of the Incident Command System (ICS) for an emergency situations. Perform any other duties assigned by the senior warden, an assistant warden, or major.

Specific reason for leaving: Promoted

Position Title: Lieutenant of Correctional Officers Employer: Texas Department of Criminal Justice Mailing Address: 59 Darrington Road City & State/ZIP: Rosharon, TX 77583 Employer's Telephone No.: (281) 595-3465							Immediate Supervisor Name: Jerry Sanchez Title: Major Supervisor's Telephone No.: [REDACTED]		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 300+	Give average # of hours worked per week if part-time: 40+
Mo.	Day	Yr.	Mo.	Day	Yr.				
01	01	09	07	31	12	\$ 3,402.74			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

(Terrell Unit and Darrington Unit) - Supervising (approximately) 20+ Sergeants and 300+ Correctional Officers/non-uniformed staff. Assist with the supervision of correctional officers in maintaining custody and control of the offender population during assigned shifts and ensure all activities are conducted according to unit and departmental policy. Provide necessary instructions to correctional officers to ensure all daily activities are implemented and performed properly. Supervise correctional officers by frequently conducting and appropriately documenting unannounced inspections of all areas where staff are assigned. Investigate all allegations of staff and offender misconduct, in coordination with the warden, and when appropriate, the Office of the Inspector General. Conduct shift meetings and relay all pertinent information. Ensure all mandatory training is conducted. Assign correctional officers to daily shift assignments. Perform weekly inspections. Counsel offenders and staff. Conduct counts. Act as the minor disciplinary hearing officer. Respond to and provide assistance as required for activation of the Incident Command System. Perform any other duties assigned by a security supervisor.

Specific reason for leaving: Promoted



Position Title: Operational Review Sergeant Employer: Texas Department of Criminal Justice Mailing Address: 1300 FM 655 City & State/ZIP: Rosharon, TX 77583 Employer's Telephone No.: ( 281 ) 595-3481							Immediate Supervisor Name: Joe Moya Title: Assistant Warden Supervisor's Telephone No.: ( )		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time: 40+
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 300+	
Mo.	Day	Yr.	Mo.	Day	Yr.				
11	01	07	12	31	09	\$2984.56			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervising (approximately) 20+ Departments Heads, 1 Major, 8 Lieutenant, 24 Sergeants, 300+ Correctional Officers/non-uniformed staff. Conduct audits of all departments, areas and other units as needed, to ensure compliance and report findings as needed. Assist with the supervision of correctional officers in maintaining custody and control of the inmate population during assigned shifts and ensure all activities are conducted according to unit and departmental policy. Assist the lieutenant in conducting shift meetings with correctional officers scheduled for duty each day by informing correctional officers of pertinent new information, giving special orders or instructions, as needed. Issuing equipment. Ensuring all mandatory training for correctional officers is conducted and documented as required. Discussing any problems encountered or anticipated. Assist the lieutenant in assigning correctional officers to daily shift assignments. Ensure each correctional officer reviews and understands the post order for the assigned duty post or area. Perform inspections. Provide necessary instruction to correctional officers to ensure all daily activities are implemented and performed properly. Supervise correctional officers and offenders by frequently conducting and appropriately documenting unannounced inspections of all areas where staff are assigned. Report and investigate all allegations of staff or offender misconduct, in coordination with the warden, and when appropriate, the Office of the Inspector General. Assist the captain or lieutenant in conducting counts. Ensure that cell searches are being properly conducted by randomly. Directly monitor inmate movement and searches. Ensure the unit's building schedule is adhered to. Provide supervision in the dining hall during meal times. Immediately notify the lieutenant or appropriate security supervisor if an unusual, non-routine, or emergency situation arises. Respond to and provide assistance as required for activation of the Incident Command System (ICS) for an emergency situation requiring immediate attention and additional resources. Perform any other duties assigned by a security supervisor.

**Specific reason for leaving:** Promoted

Position Title: Correctional Officer Employer: Texas Department of Criminal Justice Mailing Address: 810 FM 2821 City & State/ZIP: Huntsville, TX 77349 Employer's Telephone No.: (936 ) 295-9126							Immediate Supervisor Name: Rodger Boykin Title: Captain Supervisor's Telephone No.: ( )		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time: 40+
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input checked="" type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:	
Mo.	Day	Yr.	Mo.	Day	Yr.				
05	06	04	10	31	07	\$2,589.72			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Ensure the safety and security offenders and staff. Conduct Count. Ensure inmates are given the opportunity to shower, perform bodily functions, and change clothing. Inventory and inspect all equipment. Coordinate inmate turnouts with the shift supervisor. Report inmates who fail to turn out for required activities and cannot produce a valid lay-in to a security supervisor. Conduct ingress and egress. Turn inmates out for activities. Monitor dayroom and cellblock. Ensure all keys are present and accounted for. Conduct security checks every 30 minutes. Conduct inspections. Conduct searches. Take television program votes and switch the television to the appropriate channel. Monitor and seek care for inmates as needed. Maintain the confidentiality of all inmate mail and ensure it is distributed in a timely manner. Maintain possession of all security related equipment and report any deficiencies of missing equipment to the security supervisor immediately. Enforce inmate rules and write inmate disciplinary reports for rule infractions when appropriate. Immediately notify a security supervisor if an unusual, non-routine, or emergency situation arises. Initiate the Incident Command System (ICS) for an emergency situation requiring immediate attention and additional resources. Perform any other duties assigned by a security supervisor.

**Specific reason for leaving:** Promoted

## Texas Department of Criminal Justice

### EMPLOYMENT APPLICATION SUPPLEMENT FOR AGENCY APPLICANTS

**INSTRUCTIONS:** This form should be completed by all applicants who are current employees of the Texas Department of Criminal Justice. All questions must be answered in full. Print in BLACK INK or TYPE

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Chevalier Angela Ne' Cole 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED] STATE: [REDACTED]
6. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? Yes [REDACTED]  
If yes, list name, relationship and unit/department of assignment [REDACTED]
7. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
8. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] If yes, provide the name of the offender(s): [REDACTED]
9. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
10. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? Yes ☐ No ☒ Unknown ☐ If yes, provide the name of the offender(s): [REDACTED]
11. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
12. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 13a. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 13b. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 13c. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 13d. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: [REDACTED]

**All employees, who may have contact with offenders, are ineligible for promotion if they have committed any activity described in questions 13a, 13b, or 13c.**

**NOTE:** If you answered yes to Question 8, 9, 10, 11, or 12, above, you may be required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.

**CERTIFICATION:** I certify that my answers are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_

Date: 7/9/2025



# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number 032020		2. Last Name (Type or Print) First Middle Chevalier, Angela Ne'Cole	
5. Work Phone (254) 248-7339			
6. Sex <input type="checkbox"/> M-Male <input checked="" type="checkbox"/> F-Female	7. Birth Date	8. Ethnic Origin <input type="checkbox"/> W-White <input checked="" type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races	
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you first find out about this job?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper _____<br>Name of Newspaper  | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                 | <input type="checkbox"/> 07 - College/University Career Day         | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office       |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                                 |  |
| <input type="checkbox"/> 05 - Television               | <input checked="" type="checkbox"/> 10 - Agency Web Site - Internet |  |

**X**

07/09/2025

Signature – Applicant

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**

Kaitlin Davis



7/1/2025

Texas Board of Criminal Justice

Dear Members of the Texas Board of Criminal Justice,

I am writing to express my strong interest in the Executive Director position with the Texas Department of Criminal Justice (TDCJ). With over seven years of high-level leadership in corrections, supervision, policy implementation, and statewide program administration, I bring a deep commitment to public safety, operational excellence, and data-driven rehabilitation practices.

In my previous role overseeing 27 counties in Middle Tennessee, I led operations impacting over 1,500 registered sex offenders and supervised nearly 60 staff members. I developed and implemented regional strategies to strengthen compliance, improve audit performance, and optimize resource allocation. These efforts resulted in a 60% increase in staff retention and substantial improvements in operational effectiveness. I also played a critical role in managing the rollout of a statewide offender notification system and the upgrade of GPS electronic monitoring, projects that required collaboration across IT, executive leadership, and community partners.

My leadership philosophy is grounded in integrity, accountability, and continuous improvement—principles that align closely with the mission of the Texas Department of Criminal Justice. I have extensive experience in directing complex operations, implementing evidence-based practices, ensuring legal and regulatory compliance, and building effective relationships across government, legislative bodies, and local stakeholders. I am also deeply familiar with the challenges and responsibilities associated with large-scale agency leadership, including emergency operations, policy development, and public engagement.

I am confident that my background in strategic planning, interagency coordination, staff development, and performance evaluation equips me to successfully fulfill the duties outlined in Chapter 493 of the Texas Government Code. I am passionate about advancing TDCJ's role in public safety, rehabilitation, and reintegration—and I am ready to lead the agency with focus, transparency, and a vision for measurable impact.

Thank you for considering my application. I would be honored to further discuss how my leadership and experience can support the continued success of TDCJ and the great state of Texas.

Sincerely,

**Kaitlin Davis**



# Kaitlin Davis

## *Professional Experience*

### **Tennessee Department of Correction**

**December 2022- March 2025**

#### **Middle Region Specialized Director**

- Oversight of 27 counties in Middle Tennessee
- Oversight of approximately 1500 active registered sex offenders
- Oversight of approximately 60 staff members
- Ensure Specialized Caseloads Managers are communicating with Specialized Officers weekly, at a minimum. Assist in the development of any reports and data requirements to support regional compliance.
- Assist in the development of strategies for case management and new initiatives.
- Evaluate staff resources and caseload equalization within the region are aligned to support the most efficient use of resources.
- Ensure the criminal justice stakeholder outreach metric is met with a 95% completion rate.
- Assisted with a statewide GPS tag change to ensure all offenders on GPS are using the current 4g electronic monitoring tags.
- Responsibility to create, present, and implement trainings statewide.
- Coordinate with multiple community stakeholders to ensure proper implementation of policies and procedures. Communicate with executive leaders within the department for strategic planning implementation.
- Created systems, policies, and procedures to support the implementation of a statewide notification system.
- Assisted multiple program directors in creating, adjusting, editing, and implementing new policies and procedures.
- Increased retention for my area of oversight by 60%.
- Increased audit scores for my area of oversight.
- Increased compliance for my area of oversight.
- Ensuring staff development from frontline staff to supervisors.
- Implemented Advisory board of frontline staff to assist in retention and morale.

#### **Probation Parole Manager- Specialized Caseloads**

**February 2021- November 2022**

- Oversight of a team of 17 parole officers
- Act as Specialized Caseload Director in the absence of the Director
- Oversight of approximately 500 registered sex offenders in Davidson County
- Ensuring a minimum of 96% compliance with approximately 500 registered sex offenders
- Oversee the development and implementation of strategies for the use of evidence-based practices and programs
- Ensure reentry services and protocols are being properly followed for proper supervision
- Weekly communication with PSU officers to ensure an analysis of all standards due required for the month
- Weekly review of reports and data requirements to support district compliance.
- Evaluate staff resources and caseload equalization within the district to ensure they are aligned to support the most efficient use of resources.
- Ensuring staff development through multitude of programs and trainings.

## Specialized Unit Parole Officer

October 2018-February 2021

- Ensure offenders are completing phase 1 and phase 2 of intake orientation and entering in all required OMS codes and contact notes.
- Ensure Photo, SID, DNA, fingerprinting, and Offender ID Card, along with all required paperwork are completed. ► Administer drug screens during the orientation process.
- Document face-to-face offender contact in OMS
- Discuss all rules, supervision expectations, and sanctioning processes.
- Initial Sex Offender Registry registration
- Enrollment in the electronic monitoring system
- Supervise a caseload of Detainers, Residential Treatment Placement, and Deported offenders
- Responsible for writing violations and warrants if an offender violates his/her probation terms.
- Conduct risk and needs assessments using motivational interviewing techniques
- Conduct a life-changing event reassessment when applicable
- Enter the risk and needs assessment into Vantage and the offender management system within three business days.
- Submit a copy of the interview guide to the QA assessor within three business days when requested.
- Maintain and create a file for the original interview guide for every assessment completed.
- complete the required Booster training to maintain certification.

## Tennessee Bureau of Investigation

May 2017- August 2017

### Intern

- Opportunity to shadow Special Agents in the Criminal Investigative Unit, Criminal Investigative Division, Drug Investigative Division, and the Medicaid Fraud Investigative Division
- Have firsthand experiences in the field during active investigations.
- Shadow prison interviews with inmates

### Special Skills and Projects

- Commissioned Law Enforcement Officer
- TDOC Commissioner's Leadership Academy
- Developed and implemented a statewide notification system for TDOC.
- TBI TIES/ NCIC Certified
- Nominated for Governor's Excellence Award
- Working with Executive Staff within TDOC to assist improvements with our Peer Support programs.
- Experience attending conferences representing TDOC, such as ACA.
- Assisted in revising the General Orders
- Assisted in developing and editing statewide policies.
- Graduate of LEAD TN

- Created, modified, and implemented policy and procedure statewide.
- Strategic planning on a large scale.

*Education*

**Middle Tennessee State University**

2021-2022

► **Degree:** Masters

**Major:** International Affairs

**Focus:** Government Security and Peace Studies

**Thesis Study:** Law Enforcement involvement in Human Trafficking

**Tennessee Technological University**


2014-2018

► **Degree:** Bachelors

► **Major:** Criminal Justice- Sociology

► **Minor:** Psychology

David Dick



2/27/2025

**Re: Kaitlin Davis Reference**

---

I am writing this letter to recommend Kaitlin Davis as Deputy Director for your organization. Ms. Davis has a demonstrated history of leading teams at various levels, from frontline staff to supervisors. I was blessed to work under her, in her capacity as a Manager and District Director for Tennessee Department of Correction's Specialized Case Unit in the Probation and Parole Division. As such, I can say with utter confidence that her interpersonal and leadership skills will serve your organization well.

Universally respected and beloved by her peers and those whom she supervised, Ms. Davis instilled confidence and passion in those around her. In a field with high turnover, she was able to connect with management and frontline staff in a way that promoted retention at an unprecedented rate. With Ms. Davis as my supervisor, I felt valued, appreciated, and respected. She was an advocate for those whom she supervised and created a collegial and professional environment where people wanted to work.

In the most challenging district in Tennessee, in terms of job complexities, caseload volume, and staff retention, Ms. Davis showed uncanny problem-solving acumen. Her ability to devise creative solutions and implement them in a practical, efficient way was lauded by those in her district and throughout the State. She made significant changes throughout her tenure with Tennessee Department of Correction and transformed the culture for those under her charge. Ms. Davis created a culture where her staff, at all levels (i.e., support staff, officers, managers, and administration), felt valued, and operated as a family. As a result, when circumstances arose that called for additional duties or extended hours, her teams came together, as a close-knit community, to accomplish what was needed.

Ms. Davis also led by example. Her effort and willingness to go beyond the call of duty made those around her better. If the job required extended hours, rest assured, she would be there, alongside her managers and frontline staff, setting the tone.

I am confident that Ms. Davis's leadership skills are transferrable to your organization. I witnessed her ascent from Manager to Director. In a short amount of time, she was able to learn the position and command the respect of those whom she supervised. She has an aptitude for policy – developing, understanding, and implementing – and a unique ability to inspire others. Her passion for those around her was infectious and caused her staff to feel connected to her vision for the agency and its mandate.

Ms. Davis is a rare talent who will, undoubtedly, be an asset to your organization. I cannot say enough great things about her or her ability to lead. Perhaps, the most telling, is this: If she were to contact me and request that I serve on her team, in any capacity, my immediate response would be, "How soon do you need me?" As previously mentioned, this is the type of rapport she's built and dedication she inspires. And I am not the exception; there are many who would leave their current position just to work with her again. That's because, where Ms. Davis leads, her team will surely follow.

Sincerely,



David Dick



May 12, 2025

**Ian McCarty**

Correctional Administrator

Tennessee Department of Correction

Ian.McCarty@tn.gov

**To Whom It May Concern:**

I am writing to recommend Kaitlin Davis for a position within your organization. I have had the pleasure of working closely with Kaitlin for several years as their supervisor and colleague, and I have consistently been impressed by their leadership, strategic vision, and ability to drive meaningful results.

Kaitlin brings a combination of operational excellence, team empowerment, and big-picture thinking. In their role as a Specialized Caseload Director at the Tennessee Department of Correction, she successfully led multiple large-scale projects and operations. Kaitlin routinely provided ideas and feedback that assisted with moving the organization forward and was often called upon to facilitate and implement those changes.

Kaitlin attended and participated in several leadership programs while in her role as a director and has always shown a desire to challenge herself and her team members. Any organization would be fortunate to benefit from Kaitlin's expertise, dedication, and forward-thinking mindset. I am confident that she will bring the same work ethic and innovation to your team as she did to ours.

Sincerely,

**Ian McCarty**

Correctional Administrator



**M. CALEB BAYLESS**

CIRCUIT JUDGE

STATE OF TENNESSEE

TWENTY-SECOND JUDICIAL DISTRICT, DIVISION IV

14 PUBLIC SQUARE, SUITE B  
COLUMBIA, TENNESSEE 38401-3371  
PH: (931) 380-2543  
FX: (931) 540-2477

SERVING:  
GILES, LAWRENCE,  
MAURY AND WAYNE  
COUNTIES

May 9, 2025

Re: Letter of Recommendation

To whom it may concern:

My name is M. Caleb Bayless, and I am a Circuit Court Judge in the 22<sup>nd</sup> Judicial District. Prior to my time in the Judiciary, I was an Assistant District Attorney/ Chief Deputy District Attorney with the 22<sup>nd</sup> Judicial District.

Kaitlin Davis and I have worked together in numerous roles in the past. I found Ms. Davis to be an exceptional leader, tremendous communicator, and dedicated public servant. During my time knowing Ms. Davis I have found that she puts her service to others before herself. Regardless of the circumstances, whether it's large or small, Ms. Davis has always taken on the task and completed it as well as anyone could. She is a lady of faith and character, who leaves places better than she found them. It is my honor to write this letter of recommendation on behalf of Kaitlin Davis.

If you have any additional concerns or questions, feel free to reach out to my office at (931) 380-2543.

Sincerely,

A handwritten signature in blue ink, appearing to read "M C Bayless", is written over the typed name.

M. Caleb Bayless

MCB



February 28, 2025

RE: Kaitlin Davis Letter of Reference

To Whom It May Concern:

I am writing this letter of professional reference for Kaitlin Davis. I have had the pleasure of knowing Ms. Davis for the last seven years as a co-worker, former supervisor, and, most recently, a department mentor for several leadership programs. During this time, I have seen Ms. Davis grow from a new employee learning to carry a caseload to the leader of the Middle Region in her most recent role as the Director of Specialized Caseloads.

When Ms. Davis took over the Middle Region, she oversaw five TDOC Districts struggling with staffing and turnover concerns. Additionally, they had problems meeting required standards, and their audit scores showed significant underperformance. Within months, there was steady improvement in performance and standards completion, and she was not only able to get the audit scores within the required range, but she was able to get them in the upper 90<sup>th</sup> percentile. She has been the author of several new initiatives that provided efficiency and better management of the population, including implementing automatic notifications to those under supervision.

Ms. Davis is professional, competent, and possesses the necessary skills to work in a leadership role. She brings a fresh enthusiasm and energy that allows her to work at a high level. She was well-received and respected by her staff, co-workers, and leaders throughout the department. She took the time to invest in herself by attending numerous leadership training and opportunities and brought those skills to her everyday work. In short, Ms. Davis is an excellent leader and would work well in any environment, including high-stress and high-pressure situations. I highly recommend her for this opportunity.

If you have any questions, please feel free to contact me at 931-698-3961.

Thank you.

Sincerely,

A handwritten signature in black ink that reads "Susan Siedentop". The signature is written in a cursive, flowing style.

Susan Siedentop LCSW  
Correctional Administrator  
Clinical Services



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Davis Kaitlin Elese [REDACTED]  
(Last) (First) (Middle) (Daytime Phone)  
MAILING ADDRESS [REDACTED]  
(Street) (City) (State) (Zip) (Country) (Work Phone, Optional)

E-MAIL ADDRESS [REDACTED]

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: ExecutiveDirector-Austin/Huntsville	Job Posting Number 032020	Closing Date 07/12/2025
List the state agency with which you wish to apply: TDCJ	Do you have any relatives working for this agency? If so, list names and relationships: [REDACTED]	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 8/1/2025 Are you at least 17 years of age? ☒ [REDACTED]  
Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? N/A  
Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100%  
Current Driver's License # (if required for position) [REDACTED] Commercial Driver's License Yes ☐ No ☐  
(State) (Number)  
Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Statewide

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE:** Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☐ No ☒ If yes, name and location of high school or GED institute: Wilson Central- Lebanon TN

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Tennessee Tech Univ	08	2015	05	2018	05/2018		6 Sem	B.S.	Criminal Justice
Graduate Schools	Middle Tenn State Univ	01	2020	08	2022	08/2022		4 Sem	M.A.	International Affairs- Govt Security
Technical or Vocational Schools										



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

NCIC/TIES certified, Commissioner law enforcement officer, TDOC commissioner leadership academy, Governor's Leadership academy, SME in sex offender law policy and procedure, SME in GPS system.

Approximately how many words per minute do you type? 80-100

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

N/A

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☐

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE:

X

Signature – Applicant

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. **Include ALL employment. Begin with your current or last position and work back to your first.** Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** Davis Kaitlin Elese  
Last First Middle

Position Title: <b>Specialized Regional Director</b>						Immediate Supervisor Name: <b>Matthew Panter</b>						Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Tennessee Dept of Correction</b>						Title: <b>Correctional Administrator</b>						Part-Time <input type="checkbox"/>	
Mailing Address: <b>212 Pavilion Blvd</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>						Summer <input type="checkbox"/>	
City & State/ZIP: <b>Nashville, TN 37217</b>												Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>931-698-3961</b>												Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/		Technical					
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary		Non-Managerial					
11	01	2022	03	01	2025	\$97,000		Supervisory/Managerial		<input checked="" type="checkbox"/>			
If supervisory, number of employees you supervised: <b>60</b>													

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**As a regional leader with oversight of 27 counties in Middle Tennessee and approximately 1,500 active registered sex offenders, I manage around 60 staff members while ensuring effective communication and accountability across specialized caseload teams. I support regional compliance by developing data reports, case management strategies, and resource evaluations to optimize efficiency. My role includes achieving key performance metrics such as a 95% completion rate for stakeholder outreach, leading statewide training initiatives, and coordinating with community stakeholders and executive leadership on policy implementation. I played a critical role in transitioning GPS monitoring to 4G devices and in launching a statewide notification system through the creation of comprehensive policies and procedures. Additionally, I have collaborated with multiple program directors to improve operational frameworks, significantly increased staff retention by 60%, enhanced audit and compliance scores, and prioritized professional**  
**Specific reason for leaving:** I wanted to pursue my passions with other departments.

Position Title: <b>Specialized Parole Manager</b>						Immediate Supervisor Name: <b>Susan Siedentop</b>						Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Tennessee Dept of Correction</b>						Title: <b>Correctional Administrator</b>						Part-Time <input type="checkbox"/>	
Mailing Address: <b>212 Pavilion Blvd</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>						Summer <input type="checkbox"/>	
City & State/ZIP: <b>Nashville, TN 37217</b>												Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>931-698-3961</b>												Give average # of hours worked per week if part-time:	
Starting Date			Leaving Date			Current/		Technical					
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary		Non-managerial					
02	01	2020	11	01	2022	\$80,000		Supervisory/Managerial		<input checked="" type="checkbox"/>			
If supervisory, number of employees you supervised: <b>17</b>													

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
**In this role, I oversaw a team of 17 parole officers and managed the supervision of approximately 500 registered sex offenders in Davidson County, consistently maintaining a compliance rate of at least 96%. I served as Acting Specialized Caseload Director in the absence of the Director and led the development and implementation of evidence-based practices and reentry protocols to support effective offender supervision. I conducted weekly communications with specialized officers to assess monthly standard requirements and regularly reviewed reports and data to ensure district compliance. Additionally, I evaluated staff resources and caseload distribution to promote operational efficiency and equity. Staff development was a key priority, and I facilitated a range of training programs to support ongoing professional growth.**

**Specific reason for leaving:** Promoted

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:		Specialized Parole Officer Tennessee Dept of Correction 212 Pavilion Blvd Nashville, TN 37217 931-698-3961		Immediate Supervisor Name: Susan Siedentop Title: Correctional Administrator Supervisor's Telephone No.:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/ Final Salary		Technical <input type="checkbox"/> Non-managerial <input checked="" type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	
Mo.	Day	Yr.	Mo.	Day	Yr.		
10	01	2018	02	01	2020	\$65,000	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

In this role, I was responsible for overseeing the intake orientation process for offenders, ensuring completion of both Phase 1 and Phase 2, along with accurate entry of all required OMS codes and contact notes. I ensured all identification protocols—including Photo, SID, DNA, fingerprinting, and Offender ID cards—were completed, and administered drug screens during orientation. I discussed rules, supervision expectations, and sanctioning procedures with each offender, while handling initial sex offender registry registration and enrollment in electronic monitoring when applicable. I supervised a diverse caseload, including Detainers, Residential Treatment Placement, and Deported offenders, and was responsible for issuing violations and warrants when probation terms were breached. I conducted risk and needs assessments using motivational interviewing techniques, completed life-changing event reassessments when necessary, and ensured timely data entry into both Vantage and the offender management system within three business days. I also maintained assessment records, submitted interview guides to QA assessors upon request, and ensured compliance with certification requirements through ongoing Booster training.

Specific reason for leaving: Promoted

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:				Immediate Supervisor Name: Title: Supervisor's Telephone No.:		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/ Final Salary		Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	
Mo.	Day	Yr.	Mo.	Day	Yr.		
						\$	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Specific reason for leaving:

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**  
**EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☒ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Davis Kaitlin Elese 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth must establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED] STATE: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any employee of the TDCJ or member of the Texas Board of Criminal Justice?  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your present employer for a reference? Yes ☐ No ☐ Not presently employed ☒
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☐  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] If yes, provide the name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include**: (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

- a. Name of the organization and dates of membership: \_\_\_\_\_
- b. Position or positions you held in the organization: \_\_\_\_\_
- c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_

## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

6/29/25

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print) <div style="display: flex; justify-content: space-between;"><div>Davis</div><div>Kaitlin</div><div>Elese</div></div>			
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]	4. Daytime Phone [REDACTED]
5. Work Phone [REDACTED]					
6. Sex <input type="checkbox"/> M-Male <input checked="" type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input checked="" type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races			
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- ☐ **01** - Other State Employee

☐ **06** - Newspaper \_\_\_\_\_  
Name of Newspaper

☐ **11** - WorkInTexas.com

☐ **02** - Job Fair

☐ **07** - College/University Career Day

☐ **12** - Other (specify): \_\_\_\_\_

☐ **03** - Professional Publication

☐ **08** - Human Resource/Personnel Office

☐ **04** - Recruitment Poster

☐ **09** - Radio

☐ **05** - Television

☒ **10** - Agency Web Site - Internet

# X

\_\_\_\_\_  
Signature – Applicant

\_\_\_\_\_  
Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



[REDACTED]

July 9, 2025

Dear Texas Board of Criminal Justice,

When I read your announcement for the Executive Director role, I felt this position had been written with me in mind. As required, I have three years' experience in corrections, where I have developed strong administrative skills in coordination, management, interviewing, investigating, and litigation. Additionally, I have successfully completed a Graduate Degree in Organizational Leadership, which helped shape me into a servant leader, with a comprehensive understanding of innovation, a clear vision, a building of community and strategic decision making.

Confidently, I believe I can serve as a great asset to the Texas Department of Criminal Justice organization.

I can be reached at the [REDACTED] Thank you for your time and I look forward to speaking with you.

Sincerely,

Evangelina Gover



## References

George Smith

Trial Attorney

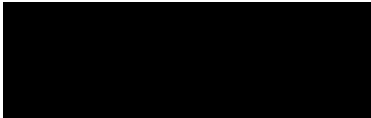
State Bar of Texas-Office of the Chief Disciplinary Counsel



Casey Goedrich

Previous Supervisor

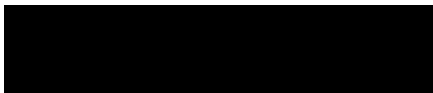
Texas Department of Criminal Justice



Richard Sanchez

Previous Supervisor/ Owner

IH Realty





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Gover Evangelina

(Last) (First) (Middle)

(Daytime Phone)

MAILING ADDRESS

(Street) (City) (State) (Zip) (Country)

(Work Phone, Optional)

E-MAIL ADDRESS

List any other names used if different from name on this application.

List exact title of position or type of work and location for which you wish to apply: Executive Director	Job Posting Number 032020	Closing Date 7-12-2025
List the state agency with which you wish to apply: Texas Department of Criminal Justice	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 8-4-2025 Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? N/A

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 50

Current Driver's License # (if required for position) \_\_\_\_\_ (State) (Number) Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Austin, Texas

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Blessed Hope Academy/San Antonio TX

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Texas A&M University - San Antonio	8	12	5	16	05-09-2016		120.00	Bachelor of Science	Criminology
Graduate Schools	Our Lady of the Lake University	1	19	12	20	12-13-2020		36.00	Master's of Science	Master Of Organizational Leadership
Technical or Vocational Schools										

## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
N/A				

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Software Proficiency: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Google Workspace;  
Operating Systems: Windows, macOS, Linux, Spreadsheet Software: Excel, Google Sheets, data analysis, pivot tables, macros; Presentation Software: PowerPoint and Google Slides; Zoom Program

Approximately how many words per minute do you type? 40

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? N/A

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) N/A

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☒ No ☐

If you have been previously employed by the State of Texas, list the agency/agencies:

State Bar of Texas and Texas Department of Criminal Justice

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge N/A

Dates of Service (From/To): N/A

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): N/A

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

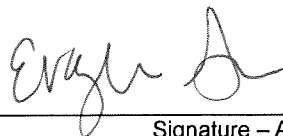
Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE:

**X** 

Signature – Applicant

Date

7/9/25



## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name **Gover** **Evangelina**

Last

First

Middle

Position Title: <b>Investigator II</b>				Immediate Supervisor Name: <b>Paul Homburg</b>				Full-Time <input checked="" type="checkbox"/>	
Employer: <b>SBOT-Chief Disiplinary Counsel</b>				Title: <b>Deputy Counsel</b>				Part-Time <input type="checkbox"/>	
Mailing Address: <b>9311 San Pedro Ave.</b>				Supervisor's Telephone No.: <b>210-208-6600</b>				Summer <input type="checkbox"/>	
City & State/ZIP: <b>San Antonio TX 78216</b>								Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>210-208-6630</b>								Give average # of hours worked per week if part-time: <b>40 +</b>	
Starting Date		Leaving Date		Current/ Final Salary		Technical Non-Managerial <input type="checkbox"/>		If supervisory, number of employees you supervised:	
Mo.	Day	Yr.	Mo.	Day	Yr.	Supervisory/Managerial <input checked="" type="checkbox"/>			
05	07	2024				\$ 70,000			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Investigate complex litigation cases  
 Prepare extensive Investigative Reports  
 Attend hearings and make presentations to grievance committees on the results of the investigations of attorney complaints  
 Attend and present evidence in trial  
 Assist trial attorneys in the preparation and prosecution of law suits

Specific reason for leaving: **Still employed.**

Position Title: <b>Parole Officer II</b>				Immediate Supervisor Name: <b>Robin Chandler</b>				Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Department of Criminal Justice</b>				Title: <b>Parole Officer II</b>				Part-Time <input type="checkbox"/>	
Mailing Address: <b>2821 Guadalupe St</b>				Supervisor's Telephone No.: <b>210-436-5885</b>				Summer <input type="checkbox"/>	
City & State/ZIP: <b>San Antonio, TX 78207</b>								Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>210-436-5885</b>								Give average # of hours worked per week if part-time: <b>40+</b>	
Starting Date		Leaving Date		Current/ Final Salary		Technical Non-managerial <input type="checkbox"/>		If supervisory, number of employees you supervised:	
Mo.	Day	Yr.	Mo.	Day	Yr.	Supervisory/Managerial <input type="checkbox"/>			
0		2021	05	06	2024	\$ 50,000			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Case management and legal administration  
 Trained for the specialized caseload Special Need Offender's Program, where I learned skills to interview and counsel offenders who had mental health diagnosis  
 Followed the agency and departmental organizational structure, policies, procedures, rules, and regulations while monitoring the offenders' compliance with their conditions of supervision  
 Conduct alcohol/ drug testing, and supervised the offenders in their mental health treatment programs, screened for risk assessments, with the goal to reduce recidivism  
 When compliance was not met by the offenders, I would prepare evidence in a Revocation Hearing on behalf of TDCJ  
 Facilitated adult educational classes for the offenders such as the Employment Class

Specific reason for leaving: **Advance my career in Criminal Justice and Leadership.**

Position Title: <b>Realtor Assistant</b>						Immediate Supervisor Name: <b>Rick Sanchez</b>		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input checked="" type="checkbox"/>
Employer: <b>Exit Realty Sanchez</b>						Title: <b>Realtor</b>		
Mailing Address: [REDACTED]						Supervisor's Telephone No.: [REDACTED]		
City & State/ZIP: [REDACTED]								
Employer's Telephone No: [REDACTED]								Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial	
07	01	2017	02	13	2018	\$	Supervisory/Managerial	
						If supervisory, number of employees you supervised:		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Prepared reports, correspondence, agendas, and proposals  
 Maintained calendar for important deadlines, appointments and travel  
 Conducted research.  
 Marketing  
 Conducted a professional level of customer service for buyers and sellers

Specific reason for leaving: **Realtor ended his business.**

Position Title: <b>Criminal Clerk/ Civil Records Clerk</b>						Immediate Supervisor Name: <b>Chris Castillo</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>
Employer: <b>Bexar County District Clerk</b>						Title: <b>Chief of Civil Filing</b>		
Mailing Address: <b>101 W Nueva</b>						Supervisor's Telephone No.: [REDACTED]		
City & State/ZIP: <b>San Antonio TX</b>								
Employer's Telephone No.: [REDACTED]								Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial	
08	15	2013	12	19	2018	\$	Supervisory/Managerial	
						If supervisory, number of employees you supervised:		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Served as a deputy court clerk by processing court case files, record keeping and research  
 Maintained and updated the electronic filing system  
 Conducted legal research and evidence  
 Processed warrants, notices, and service of process  
 Drafted and processed plain, certified, and exemplified copies of legal documents  
 Prepared transcripts and penitentiary packets  
 Managed the daily docket  
 Facilitated court cost payments from parolees  
 Investigated to approve background checks  
 Scanned legal documents

Specific reason for leaving: **Went to college full time.**

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☐ New Applicant  
☒ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Gover Evangelina 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH [REDACTED] 4. PLACE OF BIRTH (STATE) [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☒ No ☐  
If yes, give unit(s)/department(s) and dates: District Parole 12021-2024
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? Yes ☐ No ☒  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason:  
N/A
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: N/A
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☐
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment
N/A					

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

- a. Name of the organization and dates of membership: N/A
- b. Position or positions you held in the organization: N/A
- c. Arrests and/or convictions resulting from your activities as a member: N/A

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The *Gun Control Act*, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

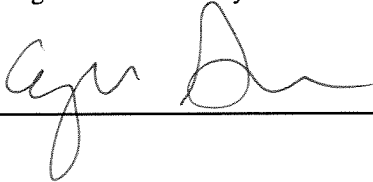
### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

7/9/25

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print)      First      Middle <b>Gover      Evangelina</b>		
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]
		4. Daytime Phone		5. Work Phone
6. Sex <input type="checkbox"/> M-Male <input checked="" type="checkbox"/> F-Female		7. Birth Date [REDACTED]		
8. Ethnic Origin <input type="checkbox"/> W-White <input type="checkbox"/> B-Black <input checked="" type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races				
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. How did you **first** find out about this job?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> 01 - Other State Employee          | <input type="checkbox"/> 06 - Newspaper _____<br>Name of Newspaper | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                      | <input type="checkbox"/> 07 - College/University Career Day        | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication      | <input type="checkbox"/> 08 - Human Resource/Personnel Office      |  |
| <input checked="" type="checkbox"/> 04 - Recruitment Poster | <input type="checkbox"/> 09 - Radio                                |  |
| <input type="checkbox"/> 05 - Television                    | <input type="checkbox"/> 10 - Agency Web Site - Internet           |  |

X

[Signature]

\_\_\_\_\_  
Signature – Applicant

7/9/25

\_\_\_\_\_  
Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



# Matthew T. Karol

Executive Director of the Texas Department of Criminal Justice

**Dear Sir/Madam:**

Are you looking for an Executive Director who possesses:

- Over 14 years of experience in corrections
- 10 years of experience in Probation/Parole
- Master's degree in criminal justice from Boston University
- Excellent written and oral communication skills
- A passion to learn and to increase their skills

If so, look no further. You will see from my enclosed resume that I meet all these qualifications and more.

I would very much like the opportunity to discuss your Executive Director position with the State of Texas Department of Criminal Justice. Please contact me at the above contact information at your earliest convenience to schedule an interview.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,  
Matthew Karol

# Matthew Karol

Probation/Parole Officer

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I am currently a Probation/Parole officer for the State of New Hampshire. I have been to police academies in Massachusetts, Maine, and New Hampshire as well as corrections academies in NH and Maine. I have a bachelor's degree in criminal justice from Colorado Technical University and a master's in criminal justice from Boston University. I am interested in the open position of Executive Director for the Texas Department of Criminal Justice. With my extensive background in law enforcement and corrections, I believe I would be an asset to the Texas Department of Criminal Justice.

## Work Experience

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### Probation/Parole Officer III

New Hampshire Department of corrections - Laconia, NH June 2015 to Present

**Scope of work:** To supervise adult probationers and parolees and enforce compliance with conditions imposed by the Superior and Circuit Courts and Adult Parole Board in accordance with federal and state laws and departmental policies. To investigate cases as requested by the Courts and/or Adult Parole Board and independently work on high-risk cases and to mentor and supervise the work of PPO I/PPO II. Works under the supervision of the District Chief Probation/Parole.

**Accountabilities:** Completes advanced training in order to function independently in addressing complex cases, demonstrating thorough knowledge of all aspects of Probation and Parole. Supervises Probation/Parole Officers I and Probation/Parole officers II, and support staff. Assists with performance evaluations and hiring, provides and refers staff to training, reviews personnel actions and audits work and cases, develops and analyze statistics, reports, and case record data; identifies and implements areas for improvement and makes recommendations to the District Chief.

Delegates and reviews request for specialized services , staff, and resources while assisting local, county, state, and Federal law enforcement agencies; Coordinates with social services, substance abuse programming, and other stakeholders in and around the region May be assigned to community-based programs including Drug Court, Mental Health Court, and Veterans Court.

Maintains regular contact with offenders through office, residence, and work visits in compliance with Court orders and orders of the Adult Parole Board; monitors progress of meeting probation/parole conditions such as restitution, fines, lawyer's fees, other Court costs, and enrollment in treatment programs; Coordinates judicial, law enforcement and social service resources in supervision of offenders.

Prepares and prosecutes probation cases in Circuit & Superior Courts and parole hearings before the Adult Parole Board, including reports, citations, affidavits, complaints, and warrants; Testifies as a witness in court when necessary.

Applies de-escalation principles, motivational interviewing, and effective practices in community supervision (EPICS) techniques to engage probationers, parolees, and others under their supervision to engage in community treatment and programmatic interventions that reduce their risk of recidivism.

Operates in a multitude of potentially hazardous environments, including residences of convicted felons on a recurrent basis where weapons, drugs and other convicted felons may be present. Administers drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs. Collects, preserves, tests, and maintains samples of bodily fluid and/or breath to detect substance use or abuse by convicted offenders under supervision.

Arrests parole and probation violators forcibly if necessary, using handcuffs and other restraints; subdues resisting suspects using maneuvers, approved weapons, and hands and feet in self-defense. Utilizes firearms and other law enforcement equipment such as worn cameras pursuant to RSA 105-D, in various body positions under stressful conditions and at proficiency levels as prescribed in certification standards.

Transports inmates, probation, and parole offenders to and from courts and/or custodial facilities. Pursues fleeing suspects, which may involve quickly entering and exiting vehicles; lifting, carrying, and dragging heavy objects; climbing over obstacles; jumping from elevated surfaces; climbing through openings; jumping over obstacles, ditches, and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.

Knowledge of administrative and personnel function. Advanced knowledge in specialized laws, rules and programs related to probation and parole. Knowledge of sociology, anti-social and criminal tendencies. Knowledge of methods, practices, and procedures relative to behavior change and probation and parole investigations. Demonstrates ability to provide specialization in the supervision of selected "high risk" offenders requiring extensive casework skills. Ability to manage and supervise employees within a diverse correctional setting. Ability to make independent decisions in the field. Ability to establish and maintain effective working relationships with multiple stakeholders including courts, Board of Parole, law enforcement and collateral agencies, probationers, parolees and the general public. Maintains appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

September 2017-Present

#### **Special Housing Unit OIC:**

Supervise anywhere from 3-10 officers in the Special Housing Unit (SHU) at the New Hampshire State Prison for Men (NHSP-M) in Concord, NH.

#### **Responsibilities:**

**Supervising staff:** Directing and overseeing correctional officers assigned to the Special Housing Unit (SHU). Ensuring staff follow policies and procedures, providing guidance and support to officers in managing inmates and handling situations.

**Security and Management:** Maintaining order and control with the SHU, which houses inmates separated from the general population due to disciplinary reasons or safety concerns. Enforcing prison rules and regulations specific to the SHU environment, where restrictions on movement and privileges may be heightened. Monitoring inmate

activities and conducting regular checks to ensure safety and prevent prohibitive actions. Conducting searches of inmates and cells for contraband like weapons and drugs.

**Incident Response and Reporting:** Responding to and de-escalating conflicts or violent incidents between inmates or involving staff. Documenting critical incidents, inmate behavior, and disciplinary actions. Communicating with high-ranking officials about significant events or situations within the SHU.

**Administrative and Operational Tasks:** Inspecting the SHU facilities to ensure security, safety, and compliance with standards. Overseeing Inmate counts and reporting on the status of the SHU population. Facilitating communication between shift officers and command staff.

### **Security Supervisor**

AlliedBarton Security Services - Boston, MA

#### **Responsibilities**

Lead a team of up to 6 officers in flawlessly executing daily security procedures to ensure operational effectiveness and safety of the Atlantic Wharf properties. Perform grounds checks and oversee numerous access points. Manage all staff scheduling to ensure sufficient relief and coverage. Swiftly resolve issues, maintain records, and write incident reports. Train team members in key security processes and procedures. Evaluate staff performance.

#### **Key Achievements:**

Successfully completed AlliedBarton Edge courses to include Master Security Officer Levels 1-5. As well as multiple leadership courses, and emergency management courses.

#### **Accomplishments**

Completed the AlliedBarton edge program, including Master Security Officer levels 1-5

#### **Skills Used**

Interpersonal communication skills, and computer skills

### **Site Supervisor**

G4S Secure Solutions - Waltham, MA

May 2012 to November 2012

Managing security for Bank of America, supervising 6-11 officers daily, creating weekly schedules as well scheduling for call offs, also supervising numerous access points.

### **Security Supervisor**

G4S Secure Solutions - Boston, MA

July 2011 to May 2012

Supervising between 9-16 Critical Facility Officers on any given shift. Dealt with numerous protests during the Occupy Boston movement (protesters ranged from 100-3000 participants at any given time). Made sure all the access points were secure and employees and visitors were safe. I also worked with Boston Police and the secret service for visiting dignitaries (i.e Mitt Romney, and the Irish Prime Minister). Also wrote daily incident reports.



**Critical Facility Officer**

G4S Secure Solutions - Boston, MA

March 2011 to July 2011

Completed Critical Facility Officer (CFO) training. Assigned to numerous access points at the Bank of America Regional Headquarters. Reliable and dependable employee that volunteered for extra shifts.

**Five-star chauffeur**

Lifestyles transportation inc. - Everett, MA August 2009 to

March 2011

Provided transportation to concerts, ball games, road shows, airport and high security events. Superior interpersonal communication and problem-solving skills. Managed customer requests and job assignments. Very reliable and dependable employee

**Chauffeur**

Blacktie Limousine - Haverhill, MA May 2008 to

August 2009

Provided transportation to concerts, ball games, road shows, airport and high security events. Superior interpersonal communication and problem-solving skills. Managed customer requests and job assignments. Very reliable and dependable employee

**Chauffeur**

Universal Transportation - Wakefield, MA January 2006

to May 2008

Provided transportation to concerts, ball games, road shows, airport and high security events. Superior interpersonal communication and problem-solving skills. Managed customer requests and job assignments. Very reliable and dependable employee

**Security officer**

Asset Protection Associates - Boston, MA

December 2004 to December 2005

Assisted Postal police daily with securing the grounds of the United States Postal & Distribution Center in Boston, Ma. Validated passes for vehicles to pass through with proper credentials. Verified employee identification throughout the shift. Performed randomized security sweeps throughout the facility

**Corrections Officer**

Cumberland County Sheriffs Office - Portland, ME

August 2001 to February 2004

Provided care, custody, and control of county, state and federal inmates. Member of the sheriff search team, field training officer. I was trained in all aspects of the jail including intake. Was also required to write daily incident reports.

Education

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**Graduated**

Colorado Technical University-Online - Colorado Springs, CO 02/2014,  
Bachelor of Science in Criminal Justice

Boston University-metropolitan college, Boston, MA 01/2017 with a Master  
of Science degree in Criminal Justice.

Completed the Corrections academy for the NH Department of Corrections  
on 04/2016.

Became a certified Probation/Parole Officer in NH 06/2016.

**certificate in Basic Law Enforcement**

Maine 100-hour pre-service law enforcement school - Vassalboro, ME March 2008  
to March 2008

**Corrections policies and procedures**

Maine Basic Corrections School - Portland, ME  
Aug 2001 to Sept 2001

**certificate in basic law enforcement**

Northeast Regional Police Institute - Tewksbury, MA Sept 1996 to  
Dec 1996

**Skills**

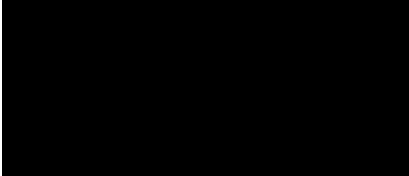
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Knowledge of Federal, state, and local laws. Trained in firearms, taser 7, and OC. Proficient in handcuffing, defensive tactics, de-escalation techniques. Completed Field Training Officer course through Granite State Police Career Counseling 03/2024, completed 40 hour course for the crisis intervention team in 03/2023.

Professional References.

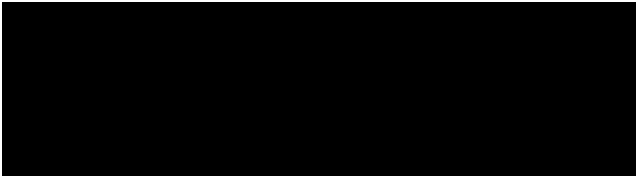
Nathan Moss

Deputy Sheriff-Belknap County Sheriffs Office-Laconia, NH



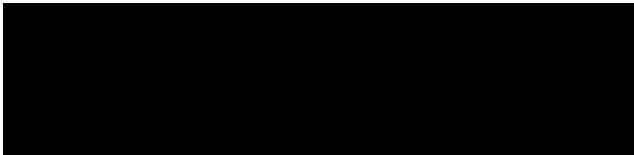
Adam Temple

Det. Sgt.-Sagadahoc County Sheriffs Office- Bath, Maine



Preston Schaub

K9 Investigator-NH Department of Corrections-Concord, NH





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received	_____
Time received	_____
Received by	_____

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications**, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME	Karol	Matthew	Todd	
	(Last)	(First)	(Middle)	
MAILING ADDRESS	[Redacted]			
	(Street)	(City)	(State)	(Zip) (Country)
E-MAIL ADDRESS	[Redacted]			
List any other names used if different from name on this application.	N/A			

(Daytime Phone)  
**603-528-9396**  
(Work Phone, Optional)

List exact title of position or type of work and location for which you wish to apply: Texas Department of Criminal Justice Executive Director position	Job Posting Number 032020	Closing Date 07/12/2025
List the state agency with which you wish to apply: Texas Department of Criminal Justice	Do you have any relatives working for this agency? If so, list names and relationships: [Redacted]	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? asap Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? Monday-Sunday

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 100%

Current Driver's License # (if required for position) [Redacted] (State) (Number) Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Statewide

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☐ No ☐ If yes, name and location of high school or GED institute: \_\_\_\_\_

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Colorado Technical University	09	13	05	15	yes	graduated		BS-CJ	Criminal Justice
Graduate Schools	Boston Univeristy	09	15	01	17	yes	graduated		MS-CJ	criminal Justice
Technical or Vocational Schools										



# AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Dual certified as a State of NH Corrections Officer and Probation/Parole Officer III. Firearms qualified with G-45, taser qualified with taser-7, certified with oleoresin capscum (OC spray), Stop the bleed. Crisis intervention through NAMI-NH, suicide prevention, defensive tactics, FTO certified,

Approximately how many words per minute do you type? 30-40

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

N/A

## FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

## MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge N/A

Dates of Service (From/To): N/A

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): N/A

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE: **X**

*[Signature]*

Signature – Applicant

*04/10/2020*

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name Karol Matthew Todd

Last

First

Middle

Position Title: <b>Probation/Parole Officer III</b>						Immediate Supervisor Name: <b>Serene Eastman</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>45-60</b>
Employer: <b>NH Department of Corrections</b>						Title: <b>District Chief PPO</b>		
Mailing Address: <b>64 South St.</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>		
City & State/ZIP: <b>Concord, NH 03301</b>								
Employer's Telephone No.: <b>603-271-5650</b>								
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial	<input checked="" type="checkbox"/>
06	12	2015				\$96,000	Supervisory/Managerial	<input type="checkbox"/>

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Scope of work: To supervise adult probationers and parolees and enforce compliance with conditions imposed by the Superior and Circuit Courts and Adult Parole Board in accordance with federal and state laws and departmental policies. To investigate cases as requested by the Courts and/or Adult Parole Board and independently work on high-risk cases and to mentor and supervise the work of PPO I/PPO II. Works under the supervision of the District Chief Probation/Parole.

Specific reason for leaving: **Currently employed at NH DOC**

Position Title: <b>Special Housing Unit-OIC</b>						Immediate Supervisor Name: <b>Capt. Chris Turcotte</b>		Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>24-40</b>
Employer: <b>NH DOC</b>						Title: <b>Shift Commander</b>		
Mailing Address: <b>64 South St.</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>		
City & State/ZIP: <b>Concord, NH 03301</b>								
Employer's Telephone No.: <b>603-271-5650</b>								
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial	<input type="checkbox"/>
09	12	2017				\$70/hr.	Supervisory/Managerial	<input checked="" type="checkbox"/>

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Directing and overseeing correctional officers assigned to the Special Housing Unit (SHU). Ensuring staff follow policies and procedures, providing guidance and support to officers in managing inmates and handling situations.

Inspecting the SHU facilities to ensure security, safety, and compliance with standards. Overseeing Inmate counts and reporting on the status of the SHU population. Facilitating communication between shift officers and command staff.

Specific reason for leaving: **Currently employed by NH DOC**

Position Title: <b>Security Supervisor</b> Employer: <b>Allied Barton Security Supervisor</b> Mailing Address: <b>580 Harrison Ave.</b> City & State/ZIP: <b>Boston, MA 02118</b> Employer's Telephone No.: <b>617-587-3500</b>						Immediate Supervisor Name: <b>UNKNOWN</b> Title: Supervisor's Telephone No.: <b>617-587-3500</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>40-50</b>	
Starting Date Mo. Day Yr.			Leaving Date Mo. Day Yr.			Current/ Final Salary		Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	
05	01	2012	06	12	2015	\$20/hr.		If supervisory, number of employees you supervised: <b>6-10</b>	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <p>Lead a team of 6-10 officers in flawlessly executing daily security procedures to ensure operational effectiveness and safety of the Atlantic Wharf properties. Perform grounds checks and oversee numerous access points. Manage all staff scheduling to ensure sufficient relief and coverage. Swiftly resolve issues, maintain records, and write incident reports. Train team members in key security processes and procedures. Evaluate staff performance.</p> <p><b>Key Achievements:</b>          Successfully completed AlliedBarton Edge courses to include Master Security Officer Levels 1-5. As well as multiple leadership courses, and emergency management courses.</p>									
Specific reason for leaving: <b>New Opportunity</b>									

Position Title: <b>Site Supervisor</b> Employer: <b>G4S Secure Solutions</b> Mailing Address: <b>218 Winter St. Suite #340</b> City & State/ZIP: <b>Waltham, MA 02451</b> Employer's Telephone No.: <b>781-425-6800</b>						Immediate Supervisor Name: <b>UNKNOWN</b> Title: Supervisor's Telephone No.: <b>781-425-6800</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>40-50</b>	
Starting Date Mo. Day Yr.			Leaving Date Mo. Day Yr.			Current/ Final Salary		Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	
07		2008	05		2012	\$17.50/hr.		If supervisory, number of employees you supervised: <b>9-16</b>	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <p><b>Site supervisor:</b>          Managing security for Bank of America, supervising 9-16 officers daily, creating weekly schedules as well scheduling for call offs, also supervising numerous access points.</p> <p><b>Security Supervisor</b>          Supervising between 6-11 Critical Facility Officers on any given shift. Dealt with numerous protests during the Occupy Boston movement (protesters ranged from 100-3000 participants at any given time). Made sure all the access points were secure and employees and visitors were safe. I also worked with Boston Police and the secret service for visiting dignitaries (i.e Mitt Romney, and the Irish Prime Minister). Also wrote daily incident reports.</p>									
Specific reason for leaving: <b>New Opportunity</b>									

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

Please check those that apply

- ☒ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Karol Matthew Todd 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: \_\_\_\_\_
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☐  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☒ No ☐  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☐
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED] yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

• If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.

• If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: N/A

14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: N/A

15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐

16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: N/A

16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): Not Applicable ☒

17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒

Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

a. Name of the organization and dates of membership: n/a

b. Position or positions you held in the organization: N/A

c. Arrests and/or convictions resulting from your activities as a member: N/A

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: N/A

## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: \_\_\_\_\_

04/10/2020

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecc](http://www.archives.gov/research_room/vetrecc)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).



State of New Hampshire  
Police Standards and Training Council

THIS IS TO CERTIFY THAT

**Matthew T. Karol**

is qualified pursuant to RSA 188-F to be a

**State Probation/Parole Officer**

of the

**STATE OF NEW HAMPSHIRE**

Given under our hands and seal this 26<sup>th</sup> day of June, 2016

Anty J. Coleman  
Chairman



Donald J. V. [Signature]  
Director

PSTC ID# 22958

# Certificate of Completion

Granite State Police Career Counseling, LLC

Certifies that:

**Matthew Karol**

Completed the Three-Day

Field Training Officer Course

February 28-March 1, 2024



*Phillip White, MS, MA, INCI*

Phillip White, Instructor, COO, GSPCC

*T. Jones, MBA*

Timothy C. Jones, CEO, GSPCC

NEW HAMPSHIRE POLICE STANDARDS AND TRAINING COUNCIL

IADLEST National Certification Program™

# Colorado Technical University

The Board of Trustees upon the  
recommendation of the Faculty has conferred upon

**Matthew Harold**  
the degree of

**Bachelor of Science in Criminal Justice**

With all the rights, privileges and honors appertaining thereto.

Granted this month of February, two thousand and fourteen.

*Constance Johnson*  
Chief Academic Officer



*Luella Hanger*  
Vice President of Academic Support Services

# BOSTON UNIVERSITY

THE TRUSTEES UPON THE RECOMMENDATION OF THE FACULTY OF THE  
METROPOLITAN COLLEGE  
HEREBY CONFER UPON

**Matthew David Karel**

THE DEGREE OF

MASTER OF CRIMINAL JUSTICE

WITH ALL THE HONORS, RIGHTS, PRIVILEGES AND OBLIGATIONS  
PERTAINING TO THAT DEGREE.

IN TESTIMONY WHEREOF THIS DIPLOMA IS CONFERRED AT BOSTON, MASSACHUSETTS,  
THIS TWENTY-FIFTH DAY OF JANUARY, 2017.

*Tanya M. Allen*  
DEAN



*Robert A. Barr*  
PRESIDENT



# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print)				First		Middle	
		<b>Karol</b>		<b>Matthew</b>		<b>Todd</b>			
3. Address [REDACTED]		City		State		ZIP Code		4. Daytime Phone	
		[REDACTED]		[REDACTED]		[REDACTED]		5. Work Phone <b>603-528-9396</b>	
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female		7. Birth Date [REDACTED]		8. Ethnic Origin <input checked="" type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races					
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

15. How did you **first** find out about this job?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper _____<br>Name of Newspaper  | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                 | <input type="checkbox"/> 07 - College/University Career Day         | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office       |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                                 |  |
| <input type="checkbox"/> 05 - Television               | <input checked="" type="checkbox"/> 10 - Agency Web Site - Internet |  |

X

*[Signature]*

Signature - Applicant

*07/10/2005*

Date

**White** - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** - a person having origins in any of the black racial groups of Africa.

**Hispanic** - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** - a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** - a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**

# Breanne Maupin

Austin, TX | [REDACTED] | [REDACTED] | [www.linkedin.com/in/breannemaupin/](https://www.linkedin.com/in/breannemaupin/)

## EDUCATION

### Pepperdine University

MBA, Graziadio Business School, Finance Concentration: GPA 3.62

BS in Business Administration, Seaver College: GPA 3.73

Malibu, CA

**April 2022**

**December 2020**

## CAREER HIGHLIGHTS

### Meade Engineering, Inc.

#### Marketing Manager

Austin, TX

*January 2024 - Present*

Led nationwide marketing efforts for design services in the data center industry, driving brand visibility and engagement.

- **Lead Generation:** Generated 300+ qualified leads, resulting in over \$10M+ in project wins.
- **Brand Messaging:** Collaborated with engineering teams to translate technical services into compelling messaging for proposals, print materials, digital materials, and client presentations.
- Designed and launched over 50 custom swag items and client gifts, enhancing brand recognition and client relationships.
- **Event Management:** Spearheaded \$75,000+ in-house events with C-suite executives and industry leaders. Managed a \$500,000 marketing budget, thus driving brand visibility, client engagement, and qualified leads.

### Breast Pump Genie

#### Account Manager

Los Angeles, CA

*May 2023 - September 2023*

Established long-standing partnerships with Obstetrics and Gynecology professionals, connecting patients to high-quality breast pumps and pregnancy garments through insurance and Medi-Cal.

- **Network Development / Recruitment:** Identified 200+ target partnerships across Southern California, establishing a consistent referral network through meetings, luncheons, and educational training.
- **Presentations:** Prepared a compelling pitch to attract and retain partners and consumers. Delivered strategic product presentations at trade shows and directly to healthcare professionals. Combined creative planning, strategy, and hospitality to maximize market success.
- **Customer Relations:** Served as a point of contact for patients and doctors, addressing their concerns and inquiries, and providing guidance and support to resolve issues and conflicts.

### Beverly Hills Fertility

#### Marketing Manager

Beverly Hills, CA

*April 2022- March 2023*

Marketed IVF, IUI, fertility preservation, sperm and embryo freezing, etc. to obstetrics and gynecology practices and prospective patients. Developed brand partnerships, social media content, and brand name recognition through networking, pitching, & meeting coordination.

- **Marketing Initiative:** Pitched to 150+ obstetrics and gynecology practices and developed inter-physician loyalty. Designed and reviewed all digital and physical marketing materials, including brochures, business cards, pamphlets, and social media content. Implemented Facebook and Google Ads, integrating SEO tools, to target specific demographics and compete with local fertility companies. Worked closely with our international marketing team to reach the target audience in Asia.
- **Partnerships:** Established a network of top doctors and developed inter-physician collaboration through pitching, luncheons, and beneficial partnerships resulting in 100 new referred patients and increased revenue by over \$2 million.

## ADDITIONAL INFORMATION

**Honors:** Dean's List (2018 - 2019)

**Skills:** Marketing Communications, Network Development, Project Coordination, Digital Marketing, Customer Relations, Event Strategy and Management, Strategic Planning, Strategic Partnerships, Brand Management

**Technical:** Microsoft Suite (Excel, Word, Teams, PowerPoint, Outlook, OneNote), Salesforce, Odoo, Hubspot, Zoom, Canva, Capcut, iMovie, Final Cut Pro, Rstudio, Tableau

**Work Eligibility:** Eligible to work in the U.S. with no restrictions

# WorkInTexas - Applicant Information

## Contact Information

**Applicant Name:** Breanne T. Maupin

**Address:**

**Primary Phone:**

**Alternate Phone:**

## Candidate Summary

**Name and Location:** Breanne Maupin

**Occupation Experience:**

*(Job requires 096 month(s) of experience as Chief Executives)*

**Highest Level of Education:** Master's Degree

*(Job requires Bachelor's Degree)*

**Indicators:**

**Specialized Requirements:** N/A

**General Requirements:**  **70%**

**Job Skills Matched:**  **0%**

**Auto Rank:** 0%

**Your Rating:** Not yet rated

## Candidate Location

**Distance from Location/Work Site:** Estimated 0 miles

**Willing to Travel:** Not Specified

**Willing To Relocate:** Not Specified

**Willing To Telecommute:** Not Specified



# Specialized Qualifications

<b>Certificates:</b>	Not Specified
<b>Security Clearance:</b>	Not Specified
<b>Typing Speed:</b>	Not Specified
<b>Language/Proficiency:</b>	Not Specified

# Application Status

<b>Application Method:</b>	Via Email on 7/4/2025 7:10:34 PM
<b>Résumé:</b>	breannemaupin
<b>Applicant Status:</b>	Status unknown
<b>Comments:</b>	None

# Type of Job Desired

<b>Desired Occupation:</b> <i>(Job is for Chief Executives)</i>	Marketing Managers
<b>Desired Salary:</b> <i>(Job listed for \$0.00 per to \$319,813.00 per )</i>	ANY/NEGOTIABLE
<b>Desired Job Locations:</b>	Not Specified
<b>Desired Employment Type:</b> <i>(Job Type is Regular)</i>	Not Specified
<b>Full Time or Part Time:</b> <i>(Job is Full Time (30 Hours or More))</i>	Not Specified
<b>Shifts Willing to Work:</b> <i>(Not applicable to job settings)</i>	Not Specified
<b>Days Available for Work:</b>	Not Specified
<b>Additional Information Regarding Type of Desired Job:</b> Not Specified	

# Employment History

Company Name	Location	Job Title (Occupation)	Start / End Dates	UI Claim	Action
No Employment History					

# Occupational Experience

# Education History

☐ Display Education Dates on this résumé. (Changing this setting for system templates will require a custom template. Displaying education dates could be used to determine candidate age.)

# Occupational Licenses, Certificates and Training

Certificate / License	Issuing Organization	Completion Date	State	Country
No Occupational License(s) - Certificates				

## Skills

List View: Job Skills

To sort on any column, click on a column title

Job Skills	Applicant's Skills Match
advise other staff on speech or hearing topics	
analyze financial data	
analyze operational or management reports or records	
analyze organizational operating practices or procedures	
analyze social or economic data	
analyze workflow	
answer questions from employees or public	
assign work to staff or employees	
communicate technical information	
conduct legal hearings	
conduct or attend staff meetings	
confer with other departmental heads to coordinate activities	
consult with managerial or supervisory personnel	
coordinate banquets, meetings or related events	
coordinate social service activities with resource providers	
delegate appropriate administrative support activities	
determine regulatory limitations on project	
develop budgets	
develop management control systems	

develop or maintain budgeting databases

develop policies, procedures, methods, or standards

develop records management system

develop staff policies

dictate correspondence

direct and coordinate activities of workers or staff

direct and coordinate financial activities

direct and coordinate human resource programs

direct implementation of new procedures, policies, or programs

draft laws or legislation

establish and maintain relationships with community organizations

establish policy or laws

evaluate management programs

explain government laws or regulations

explain rules, policies or regulations

implement employee bargaining agreements

implement employee benefit plans

implement employee compensation plans

implement staff policies

interpret laws or legislation

maintain safe work environment

make presentations

make presentations on financial matters

make presentations on health or medical issues

make public presentations on law enforcement issues

manage community relations for law enforcement agency

manage contracts

manage industrial projects

monitor operational budget

negotiate business contracts

negotiate with federal and state agencies and other political organizations

oversee execution of organizational or program policies

oversee site-based school management

plan or organize work

prepare budget reports

prepare financial reports  
prepare periodic reports comparing budgeted costs to actual costs  
prepare reports for management  
prepare workflow chart  
promote objectives of institution to associations, agencies, or community groups  
recommend solutions of administrative problems  
resolve personnel problems or grievances  
resolve worker or management conflicts  
solicit support from officials or public  
supervise advertising or public relations staff  
use conflict resolution techniques  
use facility management techniques  
use interviewing procedures  
use intuitive judgment for engineering analyses  
use negotiation techniques  
use oral or written communication techniques  
use project management techniques  
use public speaking techniques  
use sales techniques  
verify investigative information  
write business correspondence  
write sales or informational speeches  
Match = 0% (0 out of 76 skills)

## Typing Speed

No data available for this item.

## Languages and Proficiency

Language	Proficiency	Action
No data available for this item.		

## Current Technology

You do not have any saved technology



# Current Tools

You do not have any saved tools

# References

Please Contact this Individual Regarding References

This job does not have a question set associated with it.

# Driver's License Information

Do you have a valid driver's license?

Do you have access to a motor vehicle?

Do you rely on public transportation?

# View / Add Notes

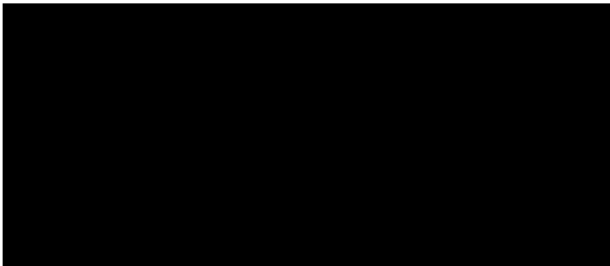
Note

Create Date

No notes have been made.

**Résumé**

**Breanne T Maupin**



# KYLE V. MITCHELL

July 12, 2025

Texas Board of Criminal Justice  
Attention: Mr. Eric Nichols, Chair  
Ms. Brittni Ortega  
Post Office Box 13084  
Austin, Texas 78711

Regarding: Executive Director

Dear Chairman Nichols and Ms. Ortega,

I am uniquely qualified to serve as the next Executive Director of the Texas Department of Criminal Justice due to the more than 20 years of leadership experience that I have across a range of government and non-profit positions: as Vice President of Adult and Veterans Policy for the Meadows Mental Health Policy Institute, as Deputy Executive Director for the Texas Veterans Commission; as a Governor's Advisor to Texas Governor Rick Perry; as Special Counsel to the Secretary of the Florida Department of Business and Professional Regulation; as a Committee Attorney and Senior Committee Attorney for the Florida House of Representatives; and as a lawyer in both private practice and the Federal government - including more than 20 years as a Judge Advocate in the U.S. Army, U.S. Army Reserve, and Texas National Guard.

- As a Governor's Advisor, I was responsible for advising Texas Governor Rick Perry and his senior staff on the creation and application of state law and policy and the development of initiatives for almost every public safety and criminal justice agency in the State of Texas as the lead advisor for the Texas Department of Criminal Justice (the Texas prison system), the Texas Department of Public Safety (which includes law enforcement, driver licensing, and public safety licensing), the Texas Military Department, and the Texas Veterans Commission. I also worked with the Texas Commission on Jail Standards as well as the licensing agencies for police officers (Texas Commission on Law Enforcement), firefighters (Texas Commission on Fire Protection), and jails (Texas Commission on Jail Standards). I focused on fiscal planning and management practices; applicable laws, rules, and regulations; and the legislative process. Of note, I reviewed and made recommendations on the performance measures and budgets for each of these agencies, which required an in-depth understanding of their operations, including their facilities and support service operations and management and fleet operations and maintenance. For example, I made policy and budget recommendations for the Texas Department of Criminal Justice, which had over \$3 billion in funding at the time, more than 39,000 full-time equivalents, seven budget goals, more than 30 budget strategies (funding lines), almost 20 performance measures, and 85 budget riders (which provide legislative direction on the funding).
- As Deputy Executive Director of a state agency, I assisted the Executive Director in leading an agency with an approximately \$26 million budget and 382 full-time employees across four statewide programs that serve Texas veterans and their families: (1) assistance with filing and appealing claims with the U.S. Department of Veterans Affairs; (2) veteran employment services; (3) veteran education services; and (4) grant funding. I led our government relations, communications, mental health, entrepreneurship, budgeting, fiscal management, procurement, contracting, and performance management efforts. I also played a key role in leading and supporting our human resources and legal functions.
- As Vice President of Adult and Veterans Policy, I led a policy team as we worked with communities across the state to improve behavioral health supports. We also worked with those communities on how to better identify and, when appropriate, divert those with mental health issues from jail and into treatment. I also led and coordinated our work in support of veterans and their families – particularly in our role as Administrator

of an innovative state grant program, the Texas Veterans + Family Alliance, which the Texas Legislature created within Texas Health and Human Services Commission and which we helped to implement.

- As Special Counsel at the Florida Department of Business and Professional Regulation, which is the state agency charged with licensing and regulating businesses and professionals in the State of Florida across more than 30 current fields of industry, my primary responsibility was providing legal and operational advice to the Secretary. I also worked in conjunction with the Deputy Secretary of Business Regulation to provide legal and operational advice on the management of four divisions within the department – each of which impacted local government operations: (1) the Division of Alcoholic Beverages and Tobacco, (2) the Division of Florida Land Sales, Condominiums and Mobile Homes, (3) the Division of Hotels and Restaurants, and (4) the Division of Pari-Mutuel Wagering.
- I have served as a Committee Attorney and Senior Committee Attorney for the Florida House of Representatives and an Attorney-Advisor for the U.S. Small Business Administration. I have also worked on a range of issues in private practice. I recently joined the Division of Workers' Compensation of the Texas Department of Insurance as an Administrative Law Judge.
- For more than 20 years, I have led legal teams and advised and supported commanders on a variety of legal issues with the United States Army Reserve, the Texas Army National Guard, and as the Command Legal Advisor/Command Judge Advocate for Headquarters, Train, Advise, Assist Command-South, in Kandahar, Afghanistan (a one-star command). I am currently mobilized as Chief, National Security Law, for the 9th Mission Support Command, which is responsible for all Army Reserve Soldiers in the Indo-Pacific theater and for providing support for U.S. Army Pacific, the U.S. Army, and the Joint Forces.

These experiences have given me what you are looking for in your next Executive Director:

- I not only have a bachelor's degree, but a law degree and master's degree (International Affairs). I have completed a significant amount of graduate coursework in Public Administration and Urban and Regional Planning. I am also currently pursuing a master's degree in leadership studies. I have also completed executive development and fiscal officer training through the State of Texas and have also completed law enforcement and fire administration training.
- I have more than 15 years of experience working on criminal justice issues and in agency operations, including more than 10 years of executive-level management experience. Of note, I spent over four years supporting the work of the Texas Department of Criminal Justice as a Governor's Advisor and continued to work on correctional issues as an agency Deputy Director and non-profit Vice President.

I look forward to talking with you more about my fit for this position, but please do not hesitate to contact me if you have any questions or would like additional information in the interim.

Thank you for your time and consideration.



Kyle V. Mitchell



<b>Essential Function</b>	<b>Applicable Experience</b>
Directs the management of operations and activities of the organization in accordance with state and federal laws, rules, regulations, and statutes; and reviews, evaluates, establishes, and enforces organizational goals, objectives, standards, operating policies, procedures, rules, regulations, and methods, with emphasis on continuous improvement in agency operations.	<ul style="list-style-type: none"> <li>- Vice President, Meadows Mental Health Policy Institute</li> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> <li>- Judge Advocate, U.S. Army, U.S. Army Reserve, and Texas National Guard</li> </ul>
Coordinates organizational operations with other state and federal agencies and private entities and organizations; and represents the organization at meetings, legislative and State leadership meetings, legislative hearings, and public appearances.	<ul style="list-style-type: none"> <li>- Vice President, Meadows Mental Health Policy Institute</li> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> <li>- Judge Advocate, U.S. Army, U.S. Army Reserve, and Texas National Guard</li> </ul>
Adapts existing organizational methods and procedures to meet legislative changes and changes in operating needs; oversees the development of the legislative appropriations request and the annual operating budget; and directs the management and execution of the annual operating budget.	<ul style="list-style-type: none"> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> </ul>
Directs, reviews, and evaluates compliance and inspections; and directs the management of legal and public affairs of the organization.	<ul style="list-style-type: none"> <li>- Vice President, Meadows Mental Health Policy Institute</li> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> <li>- Judge Advocate, U.S. Army, U.S. Army Reserve, and Texas National Guard</li> </ul>
Directs the management of organizational emergency planning and operations.	<ul style="list-style-type: none"> <li>- Vice President, Meadows Mental Health Policy Institute</li> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> <li>- Judge Advocate, U.S. Army, U.S. Army Reserve, and Texas National Guard</li> </ul>
Reviews, evaluates, and approves operational and fiscal reports, evaluations, and analyses.	<ul style="list-style-type: none"> <li>- Vice President, Meadows Mental Health Policy Institute</li> <li>- Deputy Executive Director, Texas Veterans Commission</li> <li>- Governor's Advisor, Texas Governor Rick Perry</li> <li>- Special Counsel, Florida Department of Business and Professional Regulation</li> <li>- Committee Attorney and Senior Committee Attorney, Florida House of Representatives</li> <li>- Judge Advocate, U.S. Army, U.S. Army Reserve, and Texas National Guard</li> </ul>

# KYLE V. MITCHELL

## EDUCATION:

### **The University of Texas at El Paso** – El Paso, Texas

- Master of Arts in Leadership Studies

Anticipated December 2025

### **Florida State University** – Tallahassee, Florida

- Juris Doctor
- Master of Arts in International Affairs
- Significant graduate coursework at in Public Administration (Master's and Doctoral level) and Urban and Regional Planning (Master's)

### **Eckerd College** – St. Petersburg, Florida

- Bachelor of Science with Honors

### **Austin Community College** – Austin/Cedar Park, Texas

- Law Enforcement, Fire Administration, and Real Estate courses and training

## EXPERIENCE PERFORMING DUTIES SIMILAR TO THOSE OF EXECUTIVE DIRECTOR

### **Meadows Mental Health Policy Institute**

Austin and Dallas, Texas

Senior Fellow for Veteran and Family Policy  
Vice President of Adult and Veterans Policy  
Senior Director of Veteran and Military Policy  
Director of Veteran and Military Policy  
Senior Consultant – Veterans

March 2021 to July 2021  
August 2019 to February 2021  
November 2016 to July 2019  
December 2015 to October 2016  
July 2015 to November 2015

- The Meadows Mental Health Policy Institute provides independent, non-partisan, data-driven, and trusted policy and program guidance to create equitable systemic changes so all Texans can obtain effective, efficient behavioral health care when and where they need it.
- Serving as Senior Fellow for Veteran and Family Policy, I had primary responsibility for leading, developing, and implementing our strategic policy and initiatives to improve mental health services for veterans and their families.
- Previously served as Vice President of Adult and Veteran Policy and was responsible for leading all policy implementation work with adults, veterans and their families, first responders, and those involved in the criminal justice system. Supported behavioral health community needs assessments across Texas, including El Paso, Fannin and Grayson Counties, and Nueces County. Supported our work on multi-disciplinary response teams for mental health calls for service in law enforcement and with the Caruth Police Institute, including serving a term on its Executive Advisory Board.
- Throughout time with the Meadows Institute, responsible for developing and implementing our legislative agenda related to the mental health needs of Texas veterans and their families. Worked closely with members of the Texas Legislature and their staffs on these issues and routinely testified before legislative committees.
- Previously led and coordinated our work in support of veterans and their families – particularly in our role as Administrator of an innovative state grant program, the Texas Veterans + Family Alliance, which the Texas Legislature created within Texas Health and Human Services Commission in 2015, to support community mental health programs providing services and treatment to veterans and their families. Led the team that provided assistance, support, and advice to the Health and Human Services Commission on all aspects of the Texas Veterans

+ Family Alliance including support with the development of the request for proposals, scoring of the proposals, administration of the grant program, and evaluation of the grant program. Worked with communities and funders to help secure local, private, and in-kind funds to match the \$20 million appropriated by the Legislature.

**Texas Veterans Commission**

Austin, Texas

Deputy Executive Director

December 2010 to June 2015

- Served as the deputy chief executive officer of the Texas Veterans Commission, an agency with an approximately \$26 million budget and 382 full-time employees while there.
- Led and managed agency operations in conjunction with the Executive Director, including the four statewide programs that serve Texas veterans and their families: (1) assistance with filing claims with the U.S. Department of Veterans Affairs; (2) veteran employment services; (3) veteran education services; and (4) grant funding.
- Played a primary role in bringing veterans mental health to be part of the Texas Veterans Commission, including support for the Military Veteran Peer Network as well as faith-based and justice-involved veteran efforts.
- Championed the pilot and legislative creation of the Veteran Entrepreneur Program.
- Led and managed the government relations efforts of the Texas Veterans Commission, including the development of key relationships with state leaders, the Texas Legislature, other state agencies, and federal agencies.
- Advised the Executive Director on strategic interaction with these and other stakeholders, as well as on any issues or concerns.
- Led and managed the communications and outreach efforts of the Texas Veterans Commission.
- Assisted in providing strategic direction, which included establishing and executing major goals, providing oversight of strategy formulation, long-range planning and the implementation of operational strategies.
- Assisted in the leadership and direction of agency fiscal operations, including developing and monitoring the agency budget and preparation of the legislative appropriation request.
- Assisted in the leadership and direction of agency administrative functions, including human resource management and information technology resources.
- Coordinated internal auditing for the agency, including audit responses and process improvements to mitigate issues and risks identified in audits.
- Collaborated with the General Counsel and legal staff on agency legal issues, actions, and rule development, including negotiated rulemaking. Worked closely with our General Counsel in advising our Executive Director, agency staff, and our commission on compliance with state procurement laws, state ethics laws, the Texas Open Meetings Act, the Texas Public Information Act, state employment laws, and other state laws applicable to agency operations. Assisted with our coordination with the Office of the Attorney General and any engagement of outside counsel.
- Worked closely with our Executive Director and General Counsel in advising our five-member commission.

**Office of Governor Rick Perry**

Austin, Texas

Governor's Advisor

August 2006 to November 2010

- Served as an advisor to Texas Governor Rick Perry on military, veterans, and criminal justice issues. Worked closely with the Governor, senior staff, other advisors, and division leadership on these issues.

- Acted as liaison and policy/legal/budget analyst between the Office of the Governor and the Adjutant General's Department (now the Texas Military Department), the Texas Veterans Commission, the Texas Department of Criminal Justice, and the Texas Department of Public Safety on policy and budget matters.
- Worked with agency leadership, external interest groups, legislative offices, and other appropriate individuals to implement the Governor's policy and budget priorities, including attendance at hundreds of meetings of state commissions.
- Researched and developed policy and budget proposals. Made revenue recommendations on specific agency assignments for the executive budget.
- Monitored, analyzed, and helped shape specific legislation during legislative sessions. Provided veto recommendations to the Governor and senior staff.
- Provided fiscal policy analysis in support of the Governor's financial and management leadership responsibilities for state government.
- Coordinated with the General Counsel's Office and worked closely with other departments to achieve the Governor's goals.
- Met with constituents and external interest groups, responded to concerns, and communicated appropriate feedback to senior staff and other divisions.

### **Florida Department of Business and Professional Regulation**

Tallahassee, Florida

Special Counsel

October 2004 to December 2005

- Primary responsibility was providing legal and operational advice to the Secretary.
- Responsible for the legal operations of four divisions within the department with special responsibility for important or sensitive litigation, negotiations, and issues in these areas:
  - (1) The Division of Alcoholic Beverages and Tobacco, which licenses the alcoholic beverage and tobacco industries, collects and audits taxes and fees paid by the licensees, and enforces the laws and regulation of the alcoholic beverage and tobacco industries;
  - (2) The Division of Florida Land Sales, Condominiums and Mobile Homes, which has the power and duty to enforce and ensure compliance with the provisions of the Condominium Act, the Cooperative Act, the Florida Mobile Home Act, the Florida Vacation Plan and Timesharing Act, the Yacht and Ship Brokers Act, the Florida Uniform Land Sales Practices Law, as well as a mediation and arbitration program for homeowners' associations;
  - (3) The Division of Hotels and Restaurants, which licenses, inspects, and regulates public lodging and food service establishments in Florida, and also licenses and regulates elevators, escalators, and other vertical conveyance devices; and
  - (4) The Division of Pari-Mutuel Wagering, which regulates thoroughbred racing, harness racing, greyhound racing, jai alai, and cardrooms located at pari-mutuel facilities and was also the statutorily designated State Compliance Agency for the Compact between the State of Florida and the Seminole Tribe of Florida.
- Worked in conjunction with the Deputy Secretary for Professional Regulation in managing and providing legal support for the Division of Professional Regulation, which was responsible for the licensing of over 376,000 professionals and the administration of 15 professional boards, three department-regulated professions and one council.



- Responsible for working closely with the Office of Legislative Affairs to coordinate the department's legislative efforts and to prepare and review legislative proposals.

## OTHER RELEVANT PROFESSIONAL EXPERIENCE

### **Texas Department of Insurance/Division of Workers' Compensation**

Dallas, Texas

Administrative Law Judge

March 2025 to present

- Preside over hearings under the Texas Labor Code and rules of the Division of Workers' Compensation.
- Conduct hearings involving benefit and medical necessity disputes, including ruling on prehearing matters and motions, swearing in witnesses, receiving testimony, allowing examination and cross-examination of witnesses, accepting documentary evidence, allowing the presentation of evidence by summary measures, ensuring the rights of the parties are preserved, and fully developing the facts required to make the factual determinations necessary to resolve the legal issues in dispute.
- Judge the relevance and materiality of the evidence offered and the weight and credibility to be given to the evidence and resolves all disputed issues based on current legal precedent.
- Write legally, factually, and grammatically correct decisions that resolve all disputed issues.

### **Kyle V. Mitchell**

Licensed Attorney in Private Practice (Florida and Texas)

July 2021 to present

- Provide contracted legal services to clients of Wolfe, Tidwell, & McCoy and two of their partners who serve as the city attorney for multiple Texas municipalities with a focus on special projects and the Texas Public Information Act. Reviewed and drafted hundreds of responses to requestors and requests to the Office of the Attorney General.
- Provide legal services to the Grayson County District Attorney's Office. Provide legal counsel to the District Attorney and Commissioners Court. Render oral and written legal opinions to the County Judge, Commissioners, and District Attorney on matters relating to the operation of county government. Attend regular and special meetings of the Commissioners Court to provide legal advice and clarify county policy. Manage, draft, review, and negotiate county contracts and business negotiations; ensure all county contracts comply with applicable laws to minimize risks and maximize county's legal rights. Draft or review deeds, easements, rights-of-way, releases, and other legal instruments that involve the county. Provide proactive advice in connection with areas such as purchasing, finance, contracts, real estate, labor and employment issues, litigation, government regulations, and technology and licensing agreements; anticipates issues and estimates risks strategically. Support county obligations regarding the Texas Public Information Act, requests for Attorney General Opinions, and training for county personnel. Represent or assist in the representation of the county in civil legal matters.
- Provided contracted legal services to clients of O'Connell & Associates, PLLC, on issues related to military service and veteran benefits.
- Provided contracted legal support to Thomas J. Henry, PLLC on the development of assigned matters, analysis of legal issues individual to each case, demand review, negotiations on behalf of clients, initial litigation, resolution of matters, and disbursement of client funds.

### **U.S. Small Business Administration**

Office of Disaster Assistance, Processing and Disbursement Center

Fort Worth, Texas

Attorney-Advisor

Attorney-Advisor

October 2022 to August 2023

October 2021 to May 2022

- Assisted in the economic recovery of our country in the wake of the Coronavirus 2019 (COVID-19) pandemic by accepting a temporary appointment to serve on the Advances Triage Team of the Small Business Administration.

- Investigated loan applications to assess whether required information and documentation has been provided to support a disbursement of advance funds or whether there are reasons to pause or stop disbursement.
- Handled a large volume of reviews of complex actions in a timely manner, while maintaining good working relationships with borrowers, team leads, and supervising attorneys.
- As required, conducted reviews of notes, guaranties, mortgages, tax forms, affidavits regarding property, deeds of trust, attorney opinions, title reports, title commitments, and title policies to determine compliance with the loan authorization. Provided opinion for file regarding these reviews when necessary.
- Provided legal guidance and advice on issues related to agency laws, regulations, and procedures.

**Florida House of Representatives**

Tallahassee, Florida

Senior Committee Attorney – Governmental Operations Committee  
Committee Attorney – Committee on Local Government and Veteran’s Affairs  
Legislative Intern – Committee on Community Affairs

January 2006 to July 2006  
December 2003 to October 2004  
September 1999 to May 2000

- As an attorney for the Committee on Local Government and Veteran's Affairs, worked on legislation related to special districts and other state laws applicable to municipalities and political subdivisions.
- As a Senior Attorney for the Governmental Operations Committee, worked on legislation across the committee’s broad jurisdiction including issues such as Florida's Open Records and Sunshine Laws (their version of the Texas Public Information Act and Texas Open Meetings Act) and the state retirement system.
- Provided legal analysis for proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals.
- Monitored and coordinated the progress of committee legislation through committees of reference and on the House floor.
- Researched and drafted legislation and amendments to legislation.
- Briefed legislators on issues to be discussed in committee, on the floor, or with constituents.
- Conceived, planned, and conducted research projects and performed legislatively mandated studies.
- Prepared reports on research and committee work, such as end of session committee reports, interim projects, and oversight reports, which included recommendations for legislative action.
- Provided information and problem-solving assistance to legislators, their constituents, and the public.
- Prepared letters, summaries, speeches, reports, and informational memoranda on committee issues at the request of the committee chair, other legislators, or the staff director.

**Hopping, Green & Sams, P.A.**

Tallahassee, Florida

Associate Attorney  
Law Clerk

May 2001 to September 2002  
September 2000 to May 2001

- As part of firm’s strong focus on environmental law, land use, and special districts, assisted clients in navigating the complexities of, and in advocating legislative and regulatory changes to, Florida’s strong comprehensive planning statute, which has intensive state and local requirements.

- Represented clients before the Florida Legislature: researched issues; drafted bills and amendments; negotiated with state representatives, state senators and their staffs; negotiated with legislative committee staff; attended, monitored, and testified at committee hearings; and worked with the Executive Office of the Governor.
- Served as a registered lobbyist for Acros LLC, the National Association of Settlement Purchasers, and the Non-Bank Funds Transmitter Group. Assisted legislative attorneys in their representation of clients, including the Alliance of Automobile Manufacturers, the American Wood Preservers Institute, the Association of Florida Community Developers, the Exxon Mobil Corporation, the Florida Chamber of Commerce, the National Association of Credit Management Improved Construction Practices Committee, and the National Marine Manufacturers Association.
- Provided legal representation for these and other clients: researched issues; drafted memoranda and pleadings; and appeared before boards, commissions, councils, and courts.

## **MILITARY EXPERIENCE:**

### **United States Army Reserve/Texas Army National Guard**

Honolulu, Hawaii; Tustin, California; Omaha, Nebraska; Austin and San Antonio, Texas; and Tallahassee, Florida  
Judge Advocate March 2003 to present

- Currently serving as the Chief, National Security Law, for the 9th Mission Support Command, which is responsible for all Army Reserve Soldiers in the Indo-Pacific theater and for providing support for U.S. Army Pacific, the U.S. Army, and the Joint Forces.
- Previous assignments include:
  - Unit (Brigade) Judge Advocate for the 311th Signal Command (Theater) Support Unit Pacific, which supports the 311th Signal Command (Theater) in its mission to provide strategic and tactical network access to the Army's portion of the Global Information Grid and functions as a Command, Control, Communications, Computers, and Information operational headquarters; led a team of three (3) officers.
  - National Security Law Attorney with Office of the Staff Judge Advocate for United States Strategic Command providing legal support and assistance on a wide range of legal disciplines with an emphasis on national security law and the law of armed conflict as part of a joint force environment in support of its missions for Strategic Deterrence; Nuclear Operations; Nuclear Command, Control, and Communications Enterprise Operations; Joint Electromagnetic Spectrum Operations; Global Strike; Missile Defense, Analysis and Targeting; and Missile Threat Assessment.
- Served in the Texas Army National Guard from March 2013 to January 2018 with assignments including Team Chief - Operational Law, 36th Infantry Division, Austin, Texas; and Command Judge Advocate for the 71st Expeditionary Military Intelligence Brigade, San Antonio, Texas, where I lead the legal team of two (2) officers and a paralegal.
- From March 2003 to March 2013, served in the United States Army Reserve. Notable assignments include:
  - Service in support of United States Army North as a Domestic Operations Law Officer responsible for providing legal support on homeland defense and homeland security issues to include defense support for civil authorities and the Posse Comitatus Act;
  - As an acting Team Leader for a team of lawyers and paralegals.
  - As a Legal Assistance Officer responsible for providing briefings, counseling, and legal assistance to Soldiers and their families and ensuring mobilization readiness by supporting Soldier Readiness Processing through the preparation of wills, living wills, powers of attorney, medical directives, and other legal documents; and

- As a Claims Judge Advocate with the responsibility to investigate, adjudicate, and settle claims filed both on behalf of the United States Army and against the United States for matters related to the United States Army, including personnel claims, tort claims, affirmative claims, and Article 139 claims.

**OTHER EXPERIENCE:**

- |  |                                |
|--|--------------------------------|
| ▪ George W. Bush Institute, Stand-To Veterans Leadership Program | 2019 Class                     |
| ▪ Caruth Police Institute, Executive Advisory Board              | December 2019 to December 2020 |
| ▪ State of Texas   |                                |
| - Governor's Executive Development Program                       | 2009                           |
| - Texas Fiscal Officers' Academy                                 | 2012                           |

# KYLE V. MITCHELL

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## Work-Related References

Brigadier General Ronald Sullivan  
General Officer Support, Office of the Chief of Army Reserve

Jeff Williford  
Assistant Vice Chancellor for Government Relations, Texas A&M University System

Doug O'Connell  
Partner, O'Connell West, PLLC

Bennett Miller  
Associate General Counsel, New College of Florida





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date Received \_\_\_\_\_  
Time Received \_\_\_\_\_  
Received By \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed. Resumes will not be accepted in lieu of applications**, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Mitchell Kyle V [REDACTED]  
(Last) (First) (Middle) (Daytime Phone)  
MAILING ADDRESS [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
(Street) (City) (State) (Zip) (Country) (Work Phone, Optional)  
E-MAIL ADDRESS [REDACTED]

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: GLO - Director VI (Deputy Director VLB Veterans Homes)	Job Posting Number 15535885	External Job # 00026210	Closing Date 09/14/2022
List the state agency with which you wish to apply: GENERAL LAND OFFICE	Do you have any relatives working for this agency? If so, list names and [REDACTED]		

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work?: Two weeks from job offer  
Are you at least 17 years of age? Yes ☒ No ☐  
Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? None  
Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 30%  
Current Driver's License # (if required for position) [REDACTED] Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Austin, Texas

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒  
If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors

## EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Orange Park High School

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		TO						
		Mo.	Yr.	Mo.	Yr.					
Graduate School	Florida State University /Tallahassee FL	8	1996			12/2000			Doctorate Degree	Juris Doctor
Graduate School	Florida State University /Tallahassee FL	8	1996			12/2000			Master's Degree	International Affairs
Undergraduate College or University	Eckerd College /St. Petersburg FL	8	1991			05/1995			Bachelor's Degree	Psychology



### AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
Admission	08/2021		Choctaw Nation of Oklahoma Bar Association (OK)	
Diversity, Equity and Inclusion in the Workplace Certificate	05/2021		University of South Florida (FL)	
License (Law)	11/2013		State Bar of Texas (TX)	24088073
Certificate	05/2012		Texas Fiscal Officers' Academy (TX)	
Certificate	11/2009		Governor's Executive Development Program (TX)	
Member	04/2001		The Florida Bar (FL)	0484318

**Special Training/Skills/Qualifications:** List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately how many words per minute do you type? 60 + wpm

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak?

How Fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) do you write?

Have you ever been employed by the State of Texas? Yes ☒ No ☐ Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies: Office of the Governor (301) and Texas Veterans Commission (403)

#### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

#### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☒ No ☐

If yes, list type of discharge: Honorable

Dates of Service (From/To): 01/05/2017 - 10/27/2017

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran? Yes ☐ No ☒

If yes, complete dates of service for veteran \_\_\_\_\_

#### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE SIGNED

SIGN HERE:

X 

July 12, 2025

Signature - Applicant

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

<b>Name</b> Mitchell	Kyle	V
(Last)	(First)	(Middle)

Position Title: <b>Attorney-Advisor (Temporary Appointment)</b>						Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>U.S. Small Business Administration</b>						Matthew Koos		Part-Time <input type="checkbox"/>	
Mailing Address:						Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Fort Worth, TX 76155</b>						Supervisor's Telephone No.:		Temp/Project <input checked="" type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>	
Mo Day Yr			Mo Day Yr			Final Salary		Non-Managerial <input type="checkbox"/>	
10 03 2021			05 27 2022					Supervisory/Managerial <input checked="" type="checkbox"/>	
						If supervisory, number of employees you supervised:		15	
								Give average # of hours worked per week if part-time: 0.00	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Served a temporary appointment to assist in the economic recovery of our country in the wake of the Coronavirus 2019 (COVID-19) pandemic, I led a team on the Advances Triage Team – a team of attorneys and paralegals supporting applicants for the COVID-19 Economic Injury Disaster Loan, which provide up to \$15,000 in funding per applicant from the Small Business Administration that does not need to be repaid; these "advances" are similar to a grant, but without the typical requirements that come with a U.S. government grant. Served on a special project team that helps our leadership address critical program issues and needs. Previously led a team of 15-18 attorneys and paralegals to investigate loan applications to assess whether required information and documentation has been provided to support a disbursement of advance funds or whether there are reasons to pause or stop disbursement. Directed day-to-day operations of team. Ensured effective team operations and monitored employee performance. Assigned, directed, and coordinated team activities so that timeframes and deliverables are met. Developed and maintained open and proactive channels of communication internally and with clients, which impacted team activities. Implemented strategies and actions to achieve the objectives set forth by agency leadership. Handled a large volume of complex actions in a timely manner, while maintaining good working relationships with borrowers, other team leaders, and supervising attorneys. Provided legal guidance and advice on issues related to agency laws, regulations, and procedures.

**Specific reason for leaving:**

Position Title: <b>Attorney</b>						Immediate Supervisor Name:		Full-Time <input type="checkbox"/>	
Employer: <b>Kyle V. Mitchell</b>						Kyle Mitchell		Part-Time <input checked="" type="checkbox"/>	
Mailing Address:						Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Sherman, TX 75090</b>						Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>	
Mo Day Yr			Mo Day Yr			Final Salary		Non-Managerial <input type="checkbox"/>	
07 16 2021								Supervisory/Managerial <input type="checkbox"/>	
						If supervisory, number of employees you supervised:		0	
								Give average # of hours worked per week if part-time: 25.00	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Represent and advise clients on an array of matters before various agencies, administrative bodies, tribunals, and legislative bodies. Leverage extensive knowledge of state (Florida and Texas) and federal law and regulatory regimes. Provide contracted legal services to clients of O'Connell & Associates, PLLC, on issues related to military service and veteran benefits. Provide contracted legal services to clients of Wolfe, Tidwell, & McCoy and two of their partners who serve as city attorneys for multiple Texas municipalities and advise both elected and appointed officials on every aspect of governance: land development, economic development, open meetings/public information, purchasing/contracting, planning & zoning, eminent domain, public employment/personnel, ordinance preparation, easement acquisitions, ethics, water/sewer/road issues, municipal court prosecution, code enforcement, utility & public improvement districts, election issues, and other similar municipal law issues. Primary focus has been on special projects and the Texas Public Information Act.

**Specific reason for leaving:**

Position Title: <b>Command Legal Advisor/Command Judge Advocate</b>						Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>U.S. Army</b>						BG Charles Aris		Part-Time <input type="checkbox"/>	

Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Kandahar, AA 09320</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Employer Telephone No.:										Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
01	05	2017	10	27	2017			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			5	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Served as the Command Legal Advisor/Command Judge Advocate for Headquarters, Train, Advise, Assist Command-South, Kandahar, Afghanistan, from February 2017 to October 2017, in support of Operation FREEDOM'S SENTINEL. Advised the Commander, the Deputy Commander, Chief of Staff, and staff section leadership on complex issues involving all the core legal disciplines of the U.S. Army: military justice, international and operational law, administrative and civil law, contract and fiscal law, claims, and legal assistance. Supported the Train, Advise, and Assist mission by serving as the advisor to the Staff Judge Advocate for the 205th Corps of the Afghan National Army from July to September 2017, which included work with coalition partners (from Romania) and regular movements to the regional headquarters of the Afghan National Army for engagements and support.

**Specific reason for leaving:**

Position Title: <b>Senior Fellow, Vice President, Senior Director</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Meadows Mental Health Policy Institute</b>							Sean Hanna			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Dallas, TX 75204</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Employer Telephone No.:										Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
07	01	2015	07	15	2021			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			15	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 The Meadows Mental Health Policy Institute provides independent, non-partisan, data-driven, and trusted policy and program guidance to create equitable systemic changes so all Texans can obtain effective, efficient behavioral health care when and where they need it. Serving as Senior Fellow for Veteran and Family Policy, I had primary responsibility for leading, developing, and implementing our strategic policy and initiatives to improve mental health services for veterans and their families.

I previously served as Vice President of Adult and Veteran Policy and was responsible for leading all policy implementation work with adults, veterans and their families, first responders, and those involved in the criminal justice system. I have supported behavioral health community needs assessments across Texas, including El Paso, Fannin and Grayson Counties, and Nueces County. I also supported our work on multi-disciplinary response teams for mental health calls for service in law enforcement and with the Caruth Police Institute, including serving a term on its Executive Advisory Board.

Throughout my time with the Meadows Institute, I was responsible for developing and implementing our legislative agenda related to the mental health needs of Texas veterans and their families. I worked closely with members of the Texas Legislature and their staffs on these issues and routinely testified before legislative committees. I previously led and coordinated our work in support of veterans and their families – particularly in our role as Administrator of an innovative state grant program, the Texas Veterans + Family Alliance, which the Texas Legislature created within Texas Health and Human Services Commission in 2015, to support community mental health programs providing services and treatment to veterans and their families. I led the team that provided assistance, support, and advice to the Health and Human Services Commission on all aspects of the Texas Veterans + Family Alliance including support with the development of the request for proposals, scoring of the proposals, administration of the grant program, and evaluation of the grant program. I worked with communities and funders to help secure local, private, and in-kind funds to match the \$20 million appropriated by the Legislature each biennium for this grant program. Since the program was established, the Health and Human Services Commission has implemented five grant phases and awarded over \$46 million in state funds, which has been matched by local and private funds, to support 74 projects and 51,575 veterans and family members.

**Specific reason for leaving:**

Position Title: <b>Deputy Executive Director</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Texas Veterans Commission</b>							Thomas Palladino			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Austin, TX 78711</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Employer Telephone No.:										Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
12	01	2010	06	01	2015			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			15	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Served as the deputy chief executive officer of the Texas Veterans Commission, an agency with an approximately \$26 million budget and 382 full-time employees. Led and managed agency operations in conjunction with the Executive Director, including the four statewide programs that serve Texas veterans and their families: (1) assistance with filing and appealing claims with the U.S. Department of Veterans Affairs; (2) veteran employment services; (3) veteran education services; and (4) grant funding. Played a primary role in bringing veterans mental health to be part of the Texas Veterans



Commission, including support for the Military Veteran Peer Network as well as faith-based and justice-involved veteran efforts. Championed the pilot and legislative creation of the Veteran Entrepreneur Program. Led and managed the government relations efforts of the Texas Veterans Commission, including the development of key relationships with state leaders, the Texas Legislature, other state agencies, and federal agencies. Advised the Executive Director on strategic interaction with these and other stakeholders, as well as on any issues or concerns. Led and managed the communications and outreach efforts of the Texas Veterans Commission. Assisted in providing strategic direction, which included establishing and executing major goals, providing oversight of strategy formulation, long-range planning and the implementation of operational strategies. Assisted in the leadership and direction of agency fiscal operations, including developing and monitoring the agency budget and preparation of the legislative appropriation request. Assisted in the leadership and direction of agency administrative functions, including human resource management and information technology resources. Coordinated internal auditing for the agency, including audit responses and process improvements to mitigate issues and risks identified in audits. Collaborated with the General Counsel and legal staff on agency legal issues, actions, and rule development, including negotiated rulemaking.

**Specific reason for leaving:**

Position Title: <b>Governor's Advisor</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Office of Governor Rick Perry</b>							Michael Morrissey			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Austin, TX 78711</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>		Give average # of hours worked per week if part-time:0.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
08	01	2006	11	30	2010			Supervisory/Managerial <input type="checkbox"/>			
								If supervisory, number of employees you supervised: 0			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
Served as an advisor to Texas Governor Rick Perry on military, veterans, and criminal justice issues. Worked closely with the Governor, senior staff, other advisors, and division leadership on these issues. Acted as liaison between the Office of the Governor and the Adjutant General's Department, the Texas Veterans Commission, the Texas Department of Criminal Justice, and the Texas Department of Public Safety on policy and budget matters. Worked with agency leadership, external interest groups, legislative offices, and other appropriate individuals to implement the Governor's policy and budget priorities. Researched and developed policy and budget proposals. Monitored, analyzed, and helped shape specific legislation during legislative sessions. Provided veto recommendations to the Governor and senior staff. Provided fiscal policy analysis in support of the Governor's financial and management leadership responsibilities for state government. Made revenue recommendations on specific agency assignments for the executive budget. Met with constituents and external interest groups, responded to concerns, and communicated appropriate feedback to senior staff and other divisions.

**Specific reason for leaving:**

Position Title: <b>Senior Committee Attorney</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Florida House of Representatives</b>							Heather Williamson			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tallahassee, FL 32399</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>		Give average # of hours worked per week if part-time:0.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
01	01	2006	07	31	2006			Supervisory/Managerial <input type="checkbox"/>			
								If supervisory, number of employees you supervised: 0			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
As the Senior Committee Attorney for the Governmental Operations Committee, I provided legal analysis for proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals. Researched and drafted legislation and amendments to legislation. Monitored and coordinated the progress of committee legislation through committees of reference and on the floor. Briefed legislators on issues to be discussed in committee, on the floor, or with constituents. Conceived, planned, and conducted research projects and performed legislatively mandated studies. Prepared reports on research and committee work, such as end of session committee reports, interim projects, and oversight reports, which included recommendations for legislative action. Provided information and problem-solving assistance to legislators, their constituents, and the public. Prepared letters, summaries, speeches, reports, and informational memoranda on committee issues at the request of the committee chair, other legislators or the staff director.

**Specific reason for leaving:**

Position Title: <b>Special Counsel</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Florida Department of Business and Professional Regulation</b>							Diane Carr			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tallahassee, FL 32399</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>		Give average # of hours worked per week if part-time:0.00	

Mo	Day	Yr	Mo	Day	Yr	Final Salary	Non-Managerial	<input type="checkbox"/>	If supervisory, number of employees you supervised:
10	02	2004	12	01	2005		Supervisory/Managerial	<input checked="" type="checkbox"/>	5

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Primary responsibility was providing legal and operational advice to the Secretary. Worked in conjunction with the Deputy Secretary of Business Regulation to provide legal and operational advice on the management of four divisions within the department: (1) the Division of Alcoholic Beverages and Tobacco, which licenses the alcoholic beverage and tobacco industries, collects and audits taxes and fees paid by the licensees, and enforces the laws and regulation of the alcoholic beverage and tobacco industries; (2) the Division of Florida Land Sales, Condominiums and Mobile Homes, which has the power and duty to enforce and ensure compliance with the provisions of the Condominium Act, the Cooperative Act, the Florida Mobile Home Act, the Florida Vacation Plan and Timesharing Act, the Yacht and Ship Brokers Act, the Florida Uniform Land Sales Practices Law, as well as a mediation and arbitration program for homeowners' associations; (3) the Division of Hotels and Restaurants, which licenses, inspects and regulates public lodging and food service establishments in Florida and also licenses and regulates elevators, escalators and other vertical conveyance devices; and (4) the Division of Pari-Mutuel Wagering, which regulates thoroughbred racing, harness racing, greyhound racing, jai alai, and cardrooms located at pari-mutuel facilities. Monitored and helped direct the legal operations of these divisions. Assigned special responsibility for important or sensitive litigation and negotiations in these and other areas. Also worked in conjunction with the Deputy Secretary for Professional Regulation in managing and providing legal support for the Division of Professional Regulation, which was responsible for the licensing of over 376,000 professionals and the administration of 15 professional boards, three department-regulated professions and one council. Responsible for working closely with the Office of Legislative Affairs to coordinate the department's legislative efforts and to prepare and review legislative proposals.

**Specific reason for leaving:**

Position Title: <b>Committee Attorney</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Florida House of Representatives</b>							Susan Cutchins		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tallahassee, FL 32399</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Employer Telephone No.:									Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/	Technical	<input checked="" type="checkbox"/>		
Mo	Day	Yr	Mo	Day	Yr	Final Salary	Non-Managerial	<input type="checkbox"/>	If supervisory, number of employees you supervised:	
12	02	2003	10	01	2004		Supervisory/Managerial	<input type="checkbox"/>	0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Serving as the Committee Attorney for the Committee on Local Government and Veteran's Affairs, I provided legal analysis for proposed legislation to determine its effectiveness and the impact of its passage on the state and other entities and individuals. Researched and drafted legislation and amendments to legislation. Monitored and coordinated the progress of committee legislation through committees of reference and on the floor. Briefed legislators on issues to be discussed in committee, on the floor, or with constituents. Conceived, planned, and conducted research projects and performed legislatively mandated studies. Prepared reports on research and committee work, such as end of session committee reports, interim projects, and oversight reports, which included recommendations for legislative action. Provided information and problem-solving assistance to legislators, their constituents, and the public. Prepared letters, summaries, speeches, reports, and informational memoranda on committee issues at the request of the committee chair, other legislators or the staff director.

**Specific reason for leaving:**

Position Title: <b>Judge Advocate</b>							Immediate Supervisor Name:		Full-Time <input type="checkbox"/>	
Employer: <b>United States Army Reserve/Texas Army National Guard</b>							COL Michael Pratt		Part-Time <input checked="" type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tustin, CA 92780</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Employer Telephone No.:									Give average # of hours worked per week if part-time:7.00	
Starting Date			Leaving Date			Current/	Technical	<input checked="" type="checkbox"/>		
Mo	Day	Yr	Mo	Day	Yr	Final Salary	Non-Managerial	<input type="checkbox"/>	If supervisory, number of employees you supervised:	
03	05	2003					Supervisory/Managerial	<input checked="" type="checkbox"/>	5	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Currently serving in the United States Army Reserve as the Unit (Command) Judge Advocate for the 311th Signal Command (Theater) Support Unit Pacific, which supports the 311th Signal Command (Theater) in its mission to provide strategic and tactical network access to the Army's portion of the Global Information Grid and functions as a Command, Control, Communications, Computers, and Information operational headquarters.

Previous assignment was with the Office of the Staff Judge Advocate for United States Strategic Command in support of its missions for Strategic Deterrence; Nuclear Operations; Nuclear Command, Control, and Communications Enterprise Operations; Joint Electromagnetic Spectrum Operations; Global Strike; Missile Defense, Analysis and Targeting; and Missile Threat Assessment.

Served in the Texas Army National Guard from March 2013 to January 2018 with assignments including Team Chief - Operational Law, 36th Infantry Division, Austin, Texas; and Command Judge Advocate for the 71st Expeditionary Military Intelligence Brigade, San Antonio, Texas.

Prior to March 2013, served in the United States Army Reserve. Notable assignments include service in support of United States Army North as a Domestic Operations Law Officer responsible for providing legal support on homeland defense and homeland security issues to include defense support for civil authorities and the Posse Comitatus Act; as a Legal Assistance Officer responsible for providing briefings, counseling, and legal assistance to Soldiers and their families and ensuring mobilization readiness by supporting Soldier Readiness Processing through the preparation of wills, living wills, powers of attorney, medical directives, and other legal documents; and as a Claims Judge Advocate with the responsibility to investigate, adjudicate, and settle claims filed both on behalf of the United States Army and against the United States for matters related to the United States Army, including

personnel claims, torts claims, affirmative claims, and Article 139 claims.

Rank: Major

Specific reason for leaving:

Position Title: <b>Applications Consultant</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>LexisNexis</b>							Kathryn Gruber			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tallahassee, FL 32399</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>		Give average # of hours worked per week if part-time:0.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
08	01	2001	12	31	2003			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			3	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: Provided legal research training using LexisNexis products and services, in both individual and group settings, in law schools and law firms in Tallahassee, Florida, and Jacksonville, Florida. Developed and implemented strategic account plans. Developed and implemented individual and group training programs. Analyzed competitive threats. Developed and implemented creative marketing programs aimed at positioning LexisNexis as the superior source for meeting informational needs. Provided superior customer service by establishing and maintaining excellent customer relationships at all levels.											
Specific reason for leaving:											

Position Title: <b>Associate</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Hopping, Green &amp; Sams, P.A.</b>							Wade Hopping			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Tallahassee, FL 32399</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical <input checked="" type="checkbox"/>		Give average # of hours worked per week if part-time:0.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
05	01	2000	09	30	2002			Supervisory/Managerial <input type="checkbox"/>			
							If supervisory, number of employees you supervised:			0	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: Represented clients before the Florida Legislature: researched issues; drafted bills and amendments; negotiated with state representatives, state senators and their staffs; negotiated with legislative committee staff; attended, monitored, and testified at committee hearings; and worked with the Executive Office of the Governor. Served as a registered lobbyist for Acros LLC, the National Association of Settlement Purchasers, and the Non-Bank Funds Transmitter Group. Assisted legislative attorneys in their representation of clients, including the Alliance of Automobile Manufacturers, the American Wood Preservers Institute, the Association of Florida Community Developers, the Exxon Mobil Corporation, the Florida Chamber of Commerce, the National Association of Credit Management Improved Construction Practices Committee, and the National Marine Manufacturers Association. Provided legal representation for these and other clients: researched issues; drafted memoranda and pleadings; and appeared before boards, commissions, councils, and courts.											
Specific reason for leaving:											

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: MITCHELL KYLE VINCENT 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED] STATE: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? Yes ☐ No ☒  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☒ No ☐  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to, spouse, parent, child, or sibling) related to a current or former TDCJ offender (incarcerated or on parole)? Yes ☐ No ☒  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, cohabitation, or common-law marriage. Yes ☐ No ☒  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? Yes ☐ No ☒  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? Yes ☐ No ☒  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? Yes ☐ No ☒  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: \_\_\_\_\_  
b. Position or positions you held in the organization: \_\_\_\_\_  
c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### **The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:**

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### **Important Note**

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

*Continued on next page*

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_



Date: July 12, 2025

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

For State Agency Use only

Applicant number \_\_\_\_\_

## APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number 15535885		2. Last Name (Type or Print) Mitchell		First Kyle	Middle V
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]	4. Daytime Phone [REDACTED]
5. Work Phone [REDACTED]	6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> Asian/Pac. P-Islander <input type="checkbox"/> Am. Ind I-Alaskan <input type="checkbox"/> O-Other		
9. Veteran <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		12. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

13. How did you first find out about this job

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper                       | <input checked="" type="checkbox"/> 11 - WorkinTexas.com |
| <input type="checkbox"/> 02- Job Fair                  | <input type="checkbox"/> 07 - College/University/Career Day   | <input type="checkbox"/> 12 - Other (Specify)            |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                           |  |
| <input type="checkbox"/> 05 - Television               | <input type="checkbox"/> 10- Agency Web Site- Internet        |  |

X



Signature - Applicant

July 12, 2025

Date

**White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**AN EQUAL OPPORTUNITY EMPLOYER**



EXECUTIVE LEADERSHIP | STRATEGIC LAW ENFORCEMENT ADMINISTRATION | NATIONAL SECURITY OPERATIONS

- Senior Federal Law Enforcement and National Security Leader with 25+ years of progressively responsible experience overseeing multimillion-dollar government operations, managing complex investigations, and leading diverse personnel across the U.S. Marshals Service, Department of the Army Criminal Investigation Division, and U.S. Military.
- Demonstrated excellence in administrative operations, interagency coordination, policy enforcement, and stakeholder engagement; highly experienced in managing high-performance teams and advising senior officials.
- Maintain long-term, effective relationships with key law enforcement stakeholders in Texas, New York, and D.C.
- Hold a Ph.D. and a Top Secret/SCI Government Security Clearance.

SELECTED KEY STRENGTHS

- **Executive Leadership:** Directed operational teams and enforced agency standards and policies across multiple jurisdictions; managed budgets, reviewed legal and operational protocols, and delivered briefings to senior U.S. leaders.
- **Policy and Program Administration:** Oversaw internal audits, operational planning, and performance evaluations; enforced statutes and regulations compliance; extensive knowledge of Texas state and federal laws and court systems.
- **Strategic Emergency Planning and Risk Management:** Drafted crisis response plans and led high-risk response efforts, including protective service operations and emergency planning.
- **Public Administration and Interagency Coordination:** Collaborated with federal, state, and local partners; represented agencies in formal hearings, legislative meetings, and public engagements; briefed senior-level U.S. officials.

EXPERIENCE

SPECIAL AGENT

DEPARTMENT OF THE ARMY, CRIMINAL INVESTIGATION DIVISION | San Antonio, TX | 07/2023—Present

*Lead high-level criminal and administrative investigations across military jurisdictions; coordinate enforcement and compliance strategies with senior leaders and federal stakeholders.*

- **Contract Fraud and Financial Crimes Oversight:** Investigate multimillion-dollar procurement and travel card fraud, bribery schemes, money laundering, and False Claims Act violations; ensure compliance with federal acquisition laws and U.S. Code provisions.
- **Leadership Engagement and Strategic Briefings:** Deliver high-level case briefings to senior military and civilian leaders; provide insight on investigative direction, policy considerations, and operational risk; partner with U.S. Attorney's Office, Department of Defense, and federal law enforcement agencies.
- **Criminal and Administrative Case Leadership:** Lead complex investigations into child assault, sexual assault, homicide, and other serious offenses involving Army and Department of Defense personnel.

SENIOR INSPECTOR, DEPUTY UNITED STATES MARSHAL

UNITED STATES MARSHALS SERVICE | San Antonio, TX | 11/2015—07/2023

*Directed major federal investigations and oversaw personnel, budget, and protective operations as Acting Assistant Chief Inspector for one of the nation's busiest judicial districts.*

- **Personnel Oversight and Field Leadership:** Supervised 13 personnel and served as Acting Assistant Chief Inspector; reviewed operational plans, approved field reports, and conducted performance evaluations.



- **Complex Case Management:** Led more than 60 complex investigations involving human trafficking, procurement fraud, and other federal offenses; directed full case lifecycle from intelligence gathering to prosecution.
- **Protective Services Command:** Served as Team Leader for protective operations safeguarding U.S. Supreme Court Justices and Deputy Attorney General; coordinated logistics, threat assessments, and interagency communication.
- **Court Security and High-Profile Trials:** Delivered federal court security during the prosecution of traffickers and other high-risk defendants; maintained safety and order during sensitive judicial proceedings.
- **Regional Budget and Compliance Management:** Managed regional operational budgets; conducted internal audits, enforced accountability standards, and led compliance reviews.

#### SENIOR INSPECTOR, DEPUTY UNITED STATES MARSHAL

UNITED STATES MARSHALS SERVICE | New York, NY and San Antonio, TX | 05/2009—11/2015

*Directed high-risk operations, enforced agency standards, and served in a senior leadership capacity across two major U.S. Marshals Service districts.*

- **Supervisory and Personnel Management:** Served as Acting Supervisory Inspector; oversaw personnel assignments, field logistics, and operational execution across geographically dispersed teams.
- **Audit and Compliance Enforcement:** Conducted agency-mandated audits and annual inspections of multiple district offices; evaluated compliance with national policy and implemented corrective strategies.
- **Strategic Operations Leadership:** Led high-profile and high-risk assignments involving complex interagency collaboration with federal, state, and local law enforcement partners across the United States.
- **Diplomatic and Cross-Sector Coordination:** Mediated high-level security issues involving U.S. agencies, foreign institutions, and private-sector partners; delivered collaborative solutions to jurisdictional and logistical challenges.

#### CRIMINAL INVESTIGATOR, DEPUTY UNITED STATES MARSHAL

UNITED STATES MARSHALS SERVICE | New York, NY | 08/2003—05/2009

*Directed critical protective operations and threat investigations in one of the busiest judicial districts in the nation.*

- **Judicial Security Oversight:** Served as Acting Judicial Security Inspector; implemented and managed protective security protocols for 45 federal judges and court officials during high-profile trials and proceedings.
- **Threat Assessment and Incident Response:** Conducted 50+ investigations into threats, harassment, and security breaches targeting members of the judiciary; coordinated risk mitigation efforts with local and federal partners.
- **Dignitary and Event Protection:** Led protective details for the U.N. General Assembly, the U.S. Deputy Attorney General, and Justices of the U.S. Supreme Court.
- **Access Control and Facility Security:** Installed and maintained advanced access control systems protecting over 1,000 federal employees; strengthened security posture through procedural and technological improvements.

#### EARLY CAREER

- Deputy United States Marshal, Washington, D.C. | 11/2001—08/2003
- Non-Commissioned Officer, United States Army, South Korea and Ft. Hood, TX | 09/1999—10/2001
- Military Police Officer, Fort Belvoir, VA | 10/1996—08/1999

#### INSTRUCTIONAL AND POLICY DEVELOPMENT EXPERIENCE

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- Certified Adjunct Instructor for USMS and FLETC.
- USMS and Federal Law Enforcement Certified Instructor; FEMA Train-the-Trainer certified.
- Authored publications and presented on trafficking and exploitation topics; expert advisor on investigative strategies.

#### EDUCATION

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- Ph.D., Adult Education, Phi Kappa Phi & Alpha Chi, Texas State University, 2021
- M.A., Human Resources/Training and Development, Seton Hall University, 2016
- B.S., History, State University of New York; Empire State College, 2014

## Brittني Ortega

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**From:** Christian Nanry [REDACTED]  
**Sent:** Saturday, July 12, 2025 8:10 AM  
**To:** Brittني Ortega  
**Subject:** Re: Executive Director, Texas Department of Criminal Justice  
**Attachments:** Christian Nanry 282.pdf; DD214Nanry.pdf; NanryTranscriptsUSA.pdf; ss.pdf; TXDLCAN.pdf

**CAUTION:** This email was received from an EXTERNAL source, use caution when clicking links or opening attachments. If you believe this to be a malicious and/or phishing email, please contact the Information Security Office (ISO).

Brittني,

Please see additional documents to my application.

If you have any questions or concerns, please contact me.

Thank you,

Christian A. Nanry, PhD  
[REDACTED]

On Fri, Jul 11, 2025 at 10:37 PM Christian Nanry <[REDACTED]> wrote:

Good evening,

Please see my resume for the Executive Director Position, Texas Department of Criminal Justice. My three professional contacts are:

Shannon Turner-Hogan: [REDACTED]

Bryan Moulis: [REDACTED]

Douglas Palmer: [REDACTED]

thank you,

Christian A. Nanry, PhD





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Nanry, Christian Austin

(Last) (First) (Middle)

MAILING ADDRESS

(Daytime Phone)

E-MAIL ADDRESS

(Work Phone, Optional)

List any other names used if different from name on this application.

List exact title of position or type of work and location for which you wish to apply: TDCJ Executive Director	Job Posting Number 032020	Closing Date 07-12-2025
List the state agency with which you wish to apply: Texas Department of Criminal Justice	Do you have any relatives working for this agency? If so, list names and relationships:	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? ASAP Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? \_\_\_\_\_

Are you willing to travel? Yes ☒ No ☐

Current Driver's License # (if required for position) \_\_\_\_\_ Commercial Driver's License Yes ☐ No ☐

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Austin, TX

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Pflugerville HS

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Empire State University					2014			BS	History
Graduate Schools	Seton Hall University					2016			MA	HR: TRN and Development
	Texas State University					2021			PHD	Adult Education
Technical or Vocational Schools										



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

29 years of law enforcement experience in multiple jurisdictions, military veteran, Firearms/Control Tactics/Less Than Lethal Instructor, Numerous publications on police performance, human trafficking, and crimes against children. K9 Handler, Special Reaction Team member, Protective Security,

Approximately how many words per minute do you type? 30-50

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

N/A

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒  
If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☒ No ☐ If yes, list type of discharge Honorable

Dates of Service (From/To): 09/11/1996-09/10/2001

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE: **X**

07/11/2025

Signature – Applicant

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** Nanry, Christian Austin

Last

First

Middle

Position Title: <b>Special Agent</b> Employer: <b>DACID</b> Mailing Address: <b>2164 Wilson Way</b> City & State/ZIP: <b>San Antonio, TX 78234</b> Employer's Telephone No.: <b>828-803-0194</b>						Immediate Supervisor Name: <b>Dan Stanley</b> Title: <b>SSA</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-Managerial	Give average # of hours worked per week if part-time:			
Mo.	Day	Yr.	Mo.	Day	Yr.			Supervisory/Managerial	
7	16	2023				\$			
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <b>Contract Fraud and Financial Crimes Oversight:</b> Investigate multi-million-dollar procurement and travel card fraud, bribery schemes, money laundering, and False Claims Act violations; ensure compliance with federal acquisition laws and U.S. Code provisions.  <b>Leadership Engagement and Strategic Briefings:</b> Deliver high-level case briefings to senior military and civilian leaders; provide insight on investigative direction, policy considerations, and operational risk; partner with U.S. Attorney's Office, Department of Defense, and federal law enforcement agencies.  <b>Specific reason for leaving:</b> Retirement									
Position Title: <b>Sr. Inspector</b> Employer: <b>Unite States Marshals Service</b> Mailing Address: <b>1215 S. Clark St.</b> City & State/ZIP: <b>Arlington, VA 22202</b> Employer's Telephone No.: <b>(202) 307-9100</b>						Immediate Supervisor Name: <b>Scott Perry</b> Title: <b>Regional Chief</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-managerial	Give average # of hours worked per week if part-time:			
Mo.	Day	Yr.	Mo.	Day	Yr.			Supervisory/Managerial	
11		2001	7	15	2023	\$			
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <b>Supervisory and Personnel Management:</b> Served as Acting Supervisory Inspector; oversaw personnel assignments, field logistics, and operational execution across geographically dispersed teams.  <b>Audit and Compliance Enforcement:</b> Conducted agency-mandated audits and annual inspections of multiple district offices; evaluated compliance with national policy and implemented corrective strategies.  <b>Strategic Operations Leadership:</b> Led high-profile and high-risk assignments involving complex <b>Specific reason for leaving:</b> Transfer									



Position Title: <b>Noncommissioned Officer</b> Employer: <b>US Army</b> Mailing Address: <b>Various</b> City & State/ZIP: <b>Varios</b> Employer's Telephone No.:						Immediate Supervisor Name:  Title:  Supervisor's Telephone No.:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: <b>16</b>
Mo.	Day	Yr.	Mo.	Day	Yr.			
09	11	1996	09	10	2001	\$		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Executive Leader/Kennel Master in Waegwan South Korea for approximately one year

Led, trained, counseled, and assigned areas of responsibility/duties for 16 South Korean and U.S. Military Working Dog Handlers

Distinguished Graduate and Physical Fitness Award Winner at the Primary Leadership Development Course

Explosive and Narcotics Training Aid Custodian

Patrol, Narcotics, and Explosive Military Working Dog Handler

Won 1st Place in the 2000 ROK Military Working Dog Competition for Narcotics Detection

**Specific reason for leaving:** End of contract

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:						Immediate Supervisor Name:  Title:  Supervisor's Telephone No.:		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time:
Starting Date			Leaving Date			Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised:
Mo.	Day	Yr.	Mo.	Day	Yr.			
						\$		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**Specific reason for leaving:**

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☒ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Nanry, Christian Austin 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED] 4. PLACE OF BIRTH (STATE): [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED] STATE: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☐ No ☒
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ **offender** (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ **offender** (incarcerated or on parole)? This includes marriage, cohabitation, or common-law marriage. [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ **offender** (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in **Question 15**. When answering questions 13 through 15, **do not include**: (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: \_\_\_\_\_  
b. Position or positions you held in the organization: \_\_\_\_\_  
c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page



## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: Christian A. Nanry

Date: 07/12/2025

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

**EDUCATION:**

- (1) Texas State University, 601 University Dr, San Marcos, TX 78666, APCE (Adult, Professional, and Community Education), Doctorate of Philosophy, May 14, 2021, 4.0 GPA.
- (2) Seton Hall University, 400 S Orange Ave, South Orange, NJ 07079, Human Resources Training and Development, Masters of Arts, August 2016, 4.0 GPA.
- (3) State University of New York: Empire State College, 2 Union Ave, Saratoga Springs, NY 12866, Historical Studies with a concentration in American History, Bachelor of Science, June 2014, 3.67 GPA.

# LAUREN NARAIN-NORRIS



## EXECUTIVE PROFILE

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Strategic criminal justice leader with over 6 years of experience in law enforcement, corrections, parole, and public administration. Proven expertise in managing complex investigations, supervising parole operations, enforcing compliance, and leading interdisciplinary teams within state-level agencies. Skilled in stakeholder engagement, legislative compliance, policy development, and operational oversight. Master's degree in Criminal Justice Management and certified in law enforcement and parole supervision. Committed to ethical governance, continuous improvement, and collaborative justice reform.

## CORE COMPETENCIES

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Executive Leadership & Agency Management • Criminal Justice & Parole Operations • Legislative & Regulatory Compliance • Multi-Agency Coordination • Emergency Response Planning • Public Affairs & Government Representation • Policy & Program Development • Investigative & Judicial Processes • Team Building & Personnel Development

## PROFESSIONAL EXPERIENCE

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2016- Present

**Senior JAS Support Specialist, Remote, Arlington, Virginia**  
**Child Care Aware of America**

Coordinate cross-functional support in high-pressure environments; ensure client services align with national operational standards. Manage multiple priorities under strict deadlines, maintaining high-level communication with families and programs.

2021- 2022

**Adjudicator, Atlanta, Georgia**  
**Georgia Department of Labor**

Conducted legal hearings involving conflicting evidence and complex unemployment cases; interpreted and applied Georgia labor law.

Issued formal rulings and investigative decisions; safeguarded due process and equitable treatment under state law.

**2020- 2021 Parole Officer, Brunswick, Georgia**  
**Georgia Department of Community Supervision**

Led investigations involving high-risk probationers/parolees; executed arrest warrants and search operations.



Managed caseloads, developed supervision plans, conducted criminal and misconduct investigations, and presented findings in court.

**2018- 2020 Institutional Parole Officer, Huntsville, Texas  
Texas Department of Criminal Justice**

Provided parole recommendations to the Texas Board of Pardons and Paroles; conducted comprehensive interviews and criminal history reviews.

Ensured offender accountability through case management, victim-family communication, and compliance enforcement.

**2008- 2011 Acting Lieutenant, Fort Stewart, Georgia  
Wackenhut Services, Inc.**

Directed safety and security for military installations; enforced compliance with Department of Defense standards.

Supervised guard teams and conducted inspections per federal emergency service directives.

## **EDUCATION**

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May 2026

**Doctorate of Education, Educational Leadership  
National American University**

**June 2019 Master of Science, Criminal Justice Management  
National American University**

**May 2018 Bachelor of Science, Criminal Justice, Magna Cum Laude  
National American University**

## **CERTIFICATIONS AND LICENSURE**

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Georgia Peace Officer Standards and Training (P.O.S.T.)

Range Safety Officer – Department of the Army



Emergency & Public Safety Response Protocols (via GA DCS and WSI)

# Lauren Naraine-Norris



## Professional References


Sidney Jackson, Executive Director  
Therapy is BAE

Info@therapyisbae.org

Years known: 20 years

Jenny Coerbell, Chief Flight Attendant  
Delta Air Lines, Inc.

Years known: 19 years

Nicole Standley, Parole Hearing Officer  
Texas Department of Criminal Justice

Years known: 7 years



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_  
Time received \_\_\_\_\_  
Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Naraine-Norris, Lauren, Janelle

(Last) (First) (Middle)  
\_\_\_\_\_  
(Street) (City) (State) (Zip) (County)

E-MAIL ADDRESS \_\_\_\_\_

List any other names used if different from name on this application.

Lauren Thompson; Lauren Naraine

List exact title of position or type of work and location for which you wish to apply: <u>Executive Director, Huntsville, TX</u>	Job Posting Number <u>082020</u>	Closing Date <u>07/12/2025</u>
List the state agency with which you wish to apply: <u>Texas Department of Criminal Justice</u>	Do you have any relatives working for this agency? If so, list names and _____	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 09/01/25 Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☒ No ☐

What days are you unable to work? N/A

Are you willing to travel? Yes ☒ No ☐

If yes, what percent of time? 25-50%

Current Driver's License # (if required for position) \_\_\_\_\_

(State) (Number)

Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Huntsville, TX

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Liberty County High, Hinesvi

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From Mo.	From Yr.	To Mo.	To Yr.					
Undergraduate Colleges or Universities	National American	10	15	05	18	May 2018			BS	Criminal Justice
Graduate Schools	National American	05	18	05	19	May 2019			MS	Criminal
	National American	08	2				05/26		Edd	Education
Technical or Vocational Schools										

# AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
Georgia POST	1/1/21		State of Georgia	O246535

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Law enforcement officer training, analyze large amount of information, decision-making skills, ability to determine relevant facts, detail-oriented, legal research and law application; proficient using Word, Excel, PowerPoint, Zendesk, SmartSheet, Microsoft Teams, Zoom programs; fax, PC, copier

Approximately how many words per minute do you type? 40

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☒ No ☐

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

Texas Board of Pardons and Paroles, Institutional Parole Officer

**FORMER FOSTER YOUTH** (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☐

**MILITARY SERVICE** (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran

(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☒ No ☐

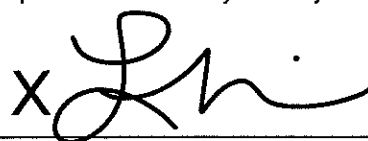
Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

THIS APPLICATION MUST BE  
SIGNED

SIGN HERE:



06/28/2025

Signature – Applicant

Date



## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. **Include ALL employment. Begin with your current or last position and work back to your first.** Employment history should include each position held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name ~~Naraine Natus~~ ~~Laurel~~ ~~Danelle~~

Last

First

Middle

Position Title: <b>Senior Support Desk Specialist</b>				Immediate Supervisor Name: <b>Grace White</b>				Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>MilitaryChildcare.com</b>				Title: <b>Support Desk Supervisor</b>				
Mailing Address: <b>1515 N. Courthouse, 3rd Floor</b>				Supervisor's Telephone No.:				
City & State/ZIP: <b>Arlington, VA 22201</b>								
Employer's Telephone No.: <b>703-341-4100</b>								
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial	<input checked="" type="checkbox"/>
09	15	15				\$16,000	Supervisory/Managerial	<input type="checkbox"/>
If supervisory, number of employees you supervised:								

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Provide help desk support to military families, service members, and military personnel; troubleshoot and resolve technical inquiries; manage competing projects under strict deadlines; provide exceptional service to our nation's service members and families; and engaged in effective communication with staff, families, and federal government personnel.

Specific reason for leaving: **Spouse military retirement and relocation to Texas; work within field of study**

Position Title: <b>Adjudicator</b>				Immediate Supervisor Name: <b>Takeela Morgan</b>				Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Georgia Department of Unemployment</b>				Title: <b>Adjudicator III</b>				
Mailing Address: <b>223 Courtland St NE</b>				Supervisor's Telephone No.:				
City & State/ZIP: <b>Atlanta, GA, 30303</b>								
Employer's Telephone No.: <b>404-232-3900</b>								
Starting Date			Leaving Date			Current/	Technical	
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial	<input checked="" type="checkbox"/>
08	21	12	14	22		\$35,000	Supervisory/Managerial	<input type="checkbox"/>
If supervisory, number of employees you supervised:								

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Conduct administrative hearings to determine unemployment eligibility; determine credibility of evidence and testimony; conduct pre-hearing research and discovery; ensure integrity of hearing while safeguarding legal rights of all parties; develop a hearing record and render a written decision/recommendation based on relevant case facts and cited state law; investigated complex cases involving suspected crimes of alleged fraud.

Specific reason for leaving: **Personal growth and professional development**

Position Title: Probation and Parole Officer		Immediate Supervisor Name: Andrew Malone		Full-Time <input checked="" type="checkbox"/>	
Employer: GA Dept of Community Supervision		Title: Chief		Part-Time <input type="checkbox"/>	
Mailing Address: 1729 Norwich St, 2nd Floor		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Brunswick, GA, 31520				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: [REDACTED]				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo.	Day	Yr.	Mo.	Day	Yr.
10		20	08		21
				Final Salary	Technical
				\$45000	Non-managerial <input checked="" type="checkbox"/>
					Supervisory/Managerial <input type="checkbox"/>
				If supervisory, number of employees you supervised:	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Supervised probationers and parolees; completed case planning and classification for tailored supervision plan; conducted interviews of probationers and parolees to determine compliance with conditions; worked collectively and collaboratively with counselors, law enforcement personnel, district attorneys, law enforcement agencies, state judges, and the parole board; conducted criminal investigations to gather evidence and facts; conducted lawful searches, seizures, and arrests; and prepared and executed arrest warrants; and engaged in effective communication with staff, offenders, families, and victims.

Specific reason for leaving: Explore new career opportunity

Position Title: Institutional Parole Officer		Immediate Supervisor Name: David Chapa		Full-Time <input checked="" type="checkbox"/>	
Employer: Texas Dept of Criminal Justice		Title: IPO III		Part-Time <input type="checkbox"/>	
Mailing Address: 1022 Memorial Parkway, Suite B		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Huntsville, TX, 77340				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: 936-291-7583				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/	
Mo.	Day	Yr.	Mo.	Day	Yr.
03		10	10		20
				Final Salary	Technical
				\$45000	Non-managerial <input checked="" type="checkbox"/>
					Supervisory/Managerial <input type="checkbox"/>
				If supervisory, number of employees you supervised:	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Conducted research and report writing to provide accurate criminal history, social history, and parole recommendations for parolees; conducted interviews of parolees; maintained efficient case management to abide by state guidelines; engaged in effective communication with staff, offenders, families, and victims; investigated parole violations to include technical and criminal elements; and completed supervision reports detailing parolee's progress

Specific reason for leaving: Military spouse permanent change of station

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

Please check those that apply

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Naraine-Norris, Lauren, Janelle 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH [REDACTED] 4. PLACE OF BIRTH (STATE) [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO. [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☒ No ☐  
If yes, give unit(s)/department(s) and dates: TDCJ IPO, Huntsville, 2018- 2020
7. Are you related to any employee of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your present employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  
Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

### Notes

- If you answered yes to Question 12a, 12b, 12c, 12d, or 12e, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐

16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒

17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒

Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

- a. Name of the organization and dates of membership: \_\_\_\_\_
- b. Position or positions you held in the organization: \_\_\_\_\_
- c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The *Gun Control Act*, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. Parole Officers must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level Substance Abuse Counselor applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs after the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_

Date: 06/29/2025

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired Driver's License and Social Security Card may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>064001PPT</b>		2. Last Name (Type or Print) First Middle <b>Marcaine, Lauren, Janelle</b>		
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]
4. Daytime Phone [REDACTED]		5. Work Phone [REDACTED]		
6. Sex <input type="checkbox"/> M-Male <input checked="" type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input checked="" type="checkbox"/> M-Two or More Races		
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

15. How did you first find out about this job?

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper<br>Name of Newspaper _____  | <input type="checkbox"/> 11 - WorkInTexas.com        |
| <input type="checkbox"/> 02 - Job Fair                 | <input type="checkbox"/> 07 - College/University Career Day         | <input type="checkbox"/> 12 - Other (specify): _____ |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office       |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                                 |  |
| <input type="checkbox"/> 05 - Television               | <input checked="" type="checkbox"/> 10 - Agency Web Site - Internet |  |

**X**   
Signature – Applicant

06/28/2025

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

AN EQUAL OPPORTUNITY EMPLOYER



Baron A. Osong

[REDACTED]

22 June 2025

Brittini Ortega

Texas Board of Criminal Justice

Dear Ms. Ortega,

I am writing to express my strong interest in the position of Executive Director with the Texas Department of Criminal Justice (TDCJ), as announced (Job #: **16879551**). With over 15 years of combined experience in public administration, military leadership, and international legal affairs, I bring a servant leadership philosophy and a commitment to operational excellence that align strongly with the agency's mission and the statutory requirements of Section 493.006 of the Texas Government Code.

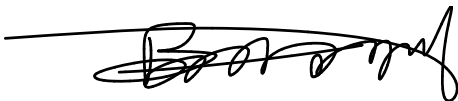
As a Senior Non-Commissioned Officer in the U.S. Army Reserves, I have led large teams and executed high-stakes operations in compliance with federal policies. In my role as an International Affairs Specialist with the U.S. Department of Justice, I supported international coordination in complex legal cases involving extradition and mutual legal assistance. These experiences have honed my skills in legal compliance, interagency coordination, strategic planning, and emergency response – core competencies essential for this executive role.

I am well-versed in reviewing and applying federal and state-level policies, overseeing large-scale operations, and navigating the legislative and appropriations processes. I also hold advanced degrees in Public Policy and International Relations, and maintain an active Top Secret/SCI clearance. My background uniquely positions me to effectively direct and modernize TDCJ operations while upholding the highest standards of public service and institutional integrity.

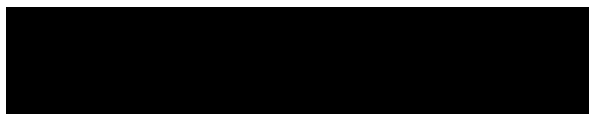
I would be honored to bring my leadership and dedication to this critical position. I have attached my resume to include a list of professional references, the required State of Texas Application for Employment, and the applicable supplemental form and other documents for your review.

Thank you for considering my application. I welcome the opportunity to speak with you further and am available at your convenience.

Respectfully,



Baron A. Osong



Top Secret/SCI Clearance | U.S. Army Senior Leader | International Affairs Specialist

## EXECUTIVE PROFILE

Seasoned public administrator, Army Non-Commissioned Officer, and federal international affairs specialist with over 15 years of leadership experience across military, government, and education sectors. Proven track record managing complex legal, operational, and cross-border security functions; directing diverse teams; and ensuring compliance with state, federal, and international laws. Demonstrated success in strategic planning, emergency operations, policy development, and continuous organizational improvement. A servant leader skilled in public administration, management, and interagency coordination, with a deep understanding of the legislative process and government operations.

## CORE COMPETENCIES

- Executive Leadership & Governance
- Correctional Systems Oversight
- Legal & International Affairs
- State & Federal Compliance
- Strategic Planning
- Public Policy & Legislative Affairs
- Organizational Development
- Emergency Operations Management
- Servant Leadership & Team Development

## PROFESSIONAL EXPERIENCE

### U.S. Department of Justice – Office of International Affairs (OIA)

*International Affairs Specialist*

Washington, DC | 2020–Present

- Facilitate legal cooperation between U.S. and foreign governments in extradition and mutual legal assistance matters.
- Support compliance with international legal frameworks and treaty obligations.
- Coordinate with legal, law enforcement, and diplomatic entities on time-sensitive casework.
- Improve operational workflows and support case management process improvements.

## **United States Army – Reserve Component**

*Senior Non-Commissioned Officer (NCO), Observer Coach Trainer (OCT)*

Various Locations | 2008–Present

- Lead training and oversight of unit operations across commands, emphasizing risk mitigation and compliance.
- Conduct after-action reviews and readiness events to align operations with federal directives.
- Mentor personnel and manage resource allocation comparable to large agency functions.

## **Northern Virginia Community College (NOVA)**

*Academic Advisor and Adjunct Faculty*

Virginia | 2015–2020

- Directed student advising, academic planning, and institutional coordination.
- Implemented policy and process improvements in advising and compliance.

## **EDUCATION**

Master of Arts, International Relations & Global Security  
American Military University – Charles Town, WV

Master of Public Policy (MPP)  
American Military University – Charles Town, WV

Bachelor of Arts, International Relations  
American Military University – Charles Town, WV

## **CERTIFICATIONS & CLEARANCES**

- Certified ScrumMaster (CSM)
- CompTIA IT Fundamentals
- Active Top Secret / SCI Clearance

## **SELECTED ACCOMPLISHMENTS**

- Played an integral role in supporting interagency coordination efforts at DOJ-OIA, enabling international justice cooperation and supporting U.S. criminal investigations.
- Spearheaded Army-wide readiness initiatives as an OCT, improving compliance and performance.
- Managed critical logistics and operational efforts during emergency response and mobilization.
- Mentored junior leaders and facilitated effective transitions of leadership duties.

## PROFESSIONAL REFERENCES

1. Lieutenant Colonel (LTC) Alyssa Morrison

[REDACTED]

2. MAJ Heidi Curry

[REDACTED]

3. First Sergeant Joy Smith

[REDACTED]





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Osong Baron Ama-Biseh  
(Last) (First) (Middle)  
MAILING ADDRESS \_\_\_\_\_  
(Street) (City) (State) (Zip) (Country)  
E-MAIL ADDRESS \_\_\_\_\_  
(Daytime Phone)  
(Work Phone, Optional)

List any other names used if different from name on this application. Amabiseh

List exact title of position or type of work and location for which you wish to apply: <u>Executive Director - AUSTIN, TX - 787</u>	Job Posting Number <u>16879551</u>	Closing Date <u>7/12/2025</u>
List the state agency with which you wish to apply: <u>Texas Department of Criminal Justice</u>	Do you have any relatives working for this agency? If so, list names and relationships: _____	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 09/30/2025 Are you at least 17 years of age? ☒

Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? None

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 75

Current Driver's License # (if required for position) \_\_\_\_\_ Commercial Driver's License Yes ☐ No ☒  
(State) (Number)

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Austin, Central Texas

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

## EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Bilingual Grammar School, Buea, Cameroon

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Northern VA Comm.	01	12	05	13	05/13/2013		76 Sem	Associat	Gen
	American Military	06	13	04	15	05/15/2015		121	BA	Internatio
Graduate Schools	American Military	07	15	11	20	12/01/20		36	MPP	Policy
	American Military	04	22	10	24	12/01/24		27	MA	Internatio
Technical or Vocational Schools										

## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Executive Leadership & Governance, Correctional Systems Oversight, Legal & International Affairs, State & Federal Compliance, Strategic Planning & Budget Execution, Public Policy & Legislative Affairs, Organizational Development, Servant Leadership & Team Development.

Approximately how many words per minute do you type? 60

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☒ No ☐

If yes, what language(s) do you speak? French and Pidgin

How fluently? Fair ☐ Good ☒ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☒ No ☐

If yes, which language(s) French and Pidgin

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

N/A

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☐

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☒ No ☐ If yes, list type of discharge Honorable

Dates of Service (From/To): 2008 to September 2024

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE: **X**

Signature – Applicant

06/22/2025

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name**      **Osong**                      **Baron**                      **Ama-Biseh**

Last

First

Middle

Position Title: <b>International Affairs Specialist</b> Employer: <b>U.S. Department of Justice</b> Mailing Address: <b>1301 New York Avenue, Suite 300</b> City & State/ZIP: <b>Washington, DC 20530</b> Employer's Telephone No.: <b>202-616-9682</b>						Immediate Supervisor Name: Title: <b>Louani Bascara</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/ Final Salary \$ 108,162.00		Technical <input type="checkbox"/> Non-Managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		If supervisory, number of employees you supervised:	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: - Facilitate legal cooperation between U.S. and foreign governments in extradition and mutual legal assistance matters. - Support compliance with international legal frameworks and treaty obligations. - Coordinate with legal, law enforcement, and diplomatic entities on time-sensitive casework. - Improve operational workflows and support case management process improvements.									
Specific reason for leaving: <b>Current Job</b>									

Position Title: <b>Senior Non-Commissioned Officer</b> Employer: <b>US Army Reserve</b> Mailing Address: City & State/ZIP Employer's Telephone No.:						Immediate Supervisor Name: Title: <b>Alissa Morrison</b> Title: <b>Lieutenant Colonel</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Summer <input checked="" type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date Mo. Day Yr.		Leaving Date Mo. Day Yr.		Current/ Final Salary \$		Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		If supervisory, number of employees you supervised:	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: - Lead training and oversight of unit operations across commands, emphasizing risk mitigation and compliance. - Conduct after-action reviews and readiness events to align operations with federal directives. - Mentor personnel and manage resource allocation comparable to large agency functions.									
Note: Army Reserve - Various Locations   2008–Present  Was activated for a 12-month period from Aug 24 to July 25 (above was my supervisor) in Fort Hood Texas.									
Specific reason for leaving:									

Position Title: <b>Academic Advisor and Adjunct Faculty</b> Employer: <b>Northern Virginia Community College</b> Mailing Address: <b>21200 Campus Dr.</b> City & State/ZIP: <b>Sterling, VA 20164</b> Employer's Telephone No.: <b>703.450.2517</b>				Immediate Supervisor Name: <b>Titus G. Lane</b> Title: <b>Assitant Dean of Student</b> Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>				Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/Final Salary	Technical	If supervisory, number of employees you supervised:			
Mo.	Day	Yr.	Mo.	Day	Yr.				Non-managerial
									Supervisory/Managerial
				\$					
Summary of experience including special training/skills/qualifications you have used in the performance of this job: - Directed student advising, academic planning, and institutional coordination. - Implemented policy and process improvements in advising and compliance. - Adjunct Faculty/Instructor - Student Development.									
Specific reason for leaving: <b>Got a job with the Department of Justice</b>									

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:				Immediate Supervisor Name: Title: Supervisor's Telephone No.:				Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/Final Salary	Technical	If supervisory, number of employees you supervised:			
Mo.	Day	Yr.	Mo.	Day	Yr.				Non-managerial
									Supervisory/Managerial
				\$					
Summary of experience including special training/skills/qualifications you have used in the performance of this job:									
Specific reason for leaving:									



**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

Please check those that apply

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer or Parole Officer** position, you are required to complete and submit a **PERS 282B or PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Q SONG BARON Ama-Bisoh 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: \_\_\_\_\_
8. May we contact your **present** employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☒ No ☐ I am not a male, age 18-25 ☐
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

## Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in **Question 15**. When answering questions 13 through 15, **do not include**: (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☒ No ☐  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment
OCT 2011	Misdemeanor	Reckless driving	1	Leesburg, VA	\$320 + Community Service

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐

- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_

- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒

17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒

Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒

If you answered yes to either of these questions, provide the following information:

- a. Name of the organization and dates of membership: \_\_\_\_\_
- b. Position or positions you held in the organization: \_\_\_\_\_
- c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

*Continued on next page*

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Applicant Number:

(0923)

## MEMORANDUM FOR RECORD

**TO:** The Texas Board of Criminal Justice

**FROM:** Baron A. Osong

**DATE:** June 22, 2025

**SUBJECT:** Inability to Obtain Documentation of 2010 Reckless Driving Offense

I am writing to formally document that I have been unable to locate or obtain official documentation regarding a reckless driving offense that occurred in **April 2010** and for which I was **convicted in 2011** in the **Loudoun County General District Court**, Virginia.

Despite making multiple good faith efforts to retrieve these records – including inquiries with the Loudoun County Clerk’s Office, Virginia state court systems, and online databases – no documentation has been made available. It is possible that the record has been archived or expunged in accordance with state retention policies.

I remain fully transparent about the matter and am prepared to provide any additional context or clarification as needed.

Respectfully,  
**Baron A. Osong**

A handwritten signature in black ink is written over a solid black rectangular redaction box. The signature appears to be 'Baron A. Osong' in a cursive, stylized script.

# PAUL D. RAYMOND, JR.

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July 2, 2025

Texas Board of Criminal Justice  
Attn: Brittnei Ortega  
PO Box 13084  
Austin, Texas 78711

Ref: Executive Director, Texas Department of Criminal Justice Position

Dear Members of the Search Committee,

I am writing to express my interest in the Executive Director position with the Texas Department of Criminal Justice. With more than two decades of leadership in corrections, public safety, and emergency management—including my current role as Assistant Commissioner of the New Hampshire Department of Corrections—I offer a steady, pragmatic leadership style grounded in accountability, operational excellence, and a progressive yet realistic approach to rehabilitation.

Since stepping into this role, New Hampshire has been ranked #1 in the nation for Corrections Outcomes by U.S. News & World Report, a reflection of our commitment to public safety, humane treatment, and data-driven reform—something I’ve been proud to help lead. I have overseen major initiatives in leadership development, organizational culture, capital planning, crisis communications, and reentry programming, all while maintaining alignment with frontline operations and fiscal stewardship.

During my tenure, I have led or supported several critical modernization efforts, including the rollout of a department-wide body-worn camera program, the digital upgrade of our statewide radio communications system, the launch of a new agency website, and started the deployment of Fusus to enhance real-time situational awareness and facility safety. I also directed the implementation of a department-wide employee identification system to ensure LEOSA compliance for our sworn law enforcement staff, oversaw our move into a new headquarters, and played a key role in hiring four division directors. These efforts were complemented by agency-wide leadership development initiatives aimed at strengthening succession planning and organizational culture.

I have long admired the leadership of Executive Director Bryan Collier. I’ve had the opportunity to meet him at several Correctional Leaders Association meetings, including being paired with him during a leadership exercise at a deputy directors’ conference in 2024. His professionalism, integrity, and national impact are undeniable. I’ve learned a great deal from his example, and I am confident that I have the experience, temperament, and vision to build on that legacy—while embracing the thoughtful change that accompanies any significant leadership transition.

Leadership changes bring both continuity and opportunity. Just as the Arizona Department of Corrections, Rehabilitation and Reentry benefitted from the appointment of a respected leader from my neighboring state of Maine in 2023, I believe TDCJ can similarly benefit from a leader who brings both operational credibility and a fresh perspective. With a proven track record in New Hampshire and national-level engagement through the Correctional Leaders Association

*Paul Raymond, Jr.*

*Texas Department of Criminal Justice Executive Director Cover Letter*

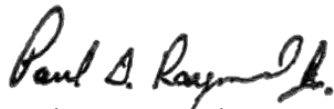
and FEMA's Executive Public Information Officer program, I am prepared to lead with integrity and innovation.

During the COVID-19 pandemic, Governor Sununu tasked me with leading New Hampshire's statewide Joint Information Center, organizing over 150 Governor-led news briefings, answering more than 4,500 press inquiries, and overseeing the 2-1-1 system that handled more than 2.1 million calls from the public. Prior to my appointment as Assistant Commissioner, I directed the department's human resources, labor relations, information technology, and strategic communications. This diverse portfolio has prepared me to lead a large, complex organization with clarity, focus, and deep respect for staff at all levels. Prior to that directorship, I oversaw strategic communications for the Commissioner of the New Hampshire Department of Safety.

While I am proud of my career in New Hampshire, Texas is not unfamiliar to me. I have close family in the Dallas–Fort Worth area and have spent meaningful time in the state. I understand and value the culture, expectations, and dedication that define Texas public service—and would consider it both a professional opportunity and personal honor to serve.

Thank you for considering my application. I would welcome the opportunity to further discuss how I can support the continued excellence and future success of the Texas Department of Criminal Justice.

Respectfully,

A handwritten signature in black ink, reading "Paul D. Raymond, Jr." in a cursive style.

Paul D. Raymond, Jr.



# PAUL D. RAYMOND, JR.

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## EXECUTIVE SUMMARY

I am a proud husband and father, raising our almost four-year-old daughter in Concord, NH. Professionally, a seasoned government and law enforcement professional with over two-decades of leadership experience in law enforcement, public safety and corrections, I am currently serving as the Assistant Commissioner for the New Hampshire Department of Corrections, where I provide strategic direction and oversee key initiatives for the State's largest law enforcement agency. Appointed by Governor Christopher T. Sununu and confirmed by the Executive Council, I bring a wealth of expertise in law enforcement and government operations, communications, and public policy. Previously, I served in progressive leadership roles with the New Hampshire Department of Safety, culminating in my tenure as Strategic Communications Administrator in the Office of the Commissioner. I am known for my ability to lead with integrity, foster collaboration, and drive change.

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## TALENT OVERVIEW

Innovative and results-driven public safety professional with over 22 years of public service, including leadership experience in managing diverse teams. Three years of private sector account management experience with global life-sciences and health software-as-a-service markets. Proven expertise in fostering collaboration, strategic communication, and creative problem-solving.

- Led New Hampshire's Joint Information Center during the COVID-19 pandemic, directing a team of 45 state employees across 19 agencies. Managed more than 4,500 media inquiries, 110 press conferences, 250+ press releases, 4,000+ social media posts, and responded to over 211 million calls to the COVID-19 call center.
- Adept at driving organizational change across both the private and public sectors, implementing workflow improvements, and achieving goal-oriented results.
- Known for building collaborative relationships, providing strategic leadership, and delivering solutions while maintaining the highest ethical standards and integrity.

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## EDUCATION

<b>MS</b>	Southern New Hampshire University Public Safety Administration	2023
<b>BA</b>	Southern New Hampshire University Management with a Specialization in Logistics and Operations	2020
<b>AA</b>	Southern New Hampshire University General Studies with a Specialization in Business	2018

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## HONORS AND AWARDS

<b>Marquis Who's Who</b> Honored Listee	2024
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**National Society of Leadership and Success**  
Inductee/Member

2022

**Best Buddies Board Member of the Year**  
Best Buddies New Hampshire Advisory Board

2019

## WORK EXPERIENCE

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### **New Hampshire Department of Corrections**

Since November 2021

Concord, NH

*The New Hampshire Department of Corrections oversees the state's adult correctional facilities, supervises adult probationers and parolees, and ensures the safety of residents and visitors through evidence-based rehabilitation aimed at reducing recidivism. The department employs over 900 uniformed law enforcement and civilian staff across one administrative headquarters, three adult correctional facilities, three transitional housing units, one transitional work center, one secure psychiatric unit, and eleven district offices. It has custody of more than 1,900 adults and supervises over 5,000 adults on probation or parole.*

**Assistant Commissioner**, Office of the Commissioner, Full Time, 40+ hours per week,  
September 2022-Present | Pay Grade JJ Step 7

*As the Assistant Commissioner for the New Hampshire Department of Corrections, I provide strategic direction and oversee key initiatives for the State's largest law enforcement agency. Appointed by Governor Christopher T. Sununu and unanimously confirmed by the Executive Council in September 2022, I am the second in command of the Department.*

*Key Responsibilities and Accomplishments:*

- *Collaborate with the Commissioner and senior executive leadership to develop and implement strategic, department-wide initiatives, including enhancing rehabilitation and reintegration programs.*
- *Serve as liaison between the Department and external agencies, community organizations, and the public, fostering transparency, engagement, and education.*
- *Mentor the Strategic Communications Office, providing leadership to the public information officer and guiding the Department's internal and external communication campaigns.*
- *Testified before state house and senate committees and Governor & Executive Council meetings related to departmental work and budgets, including the capital budget appropriation for a replacement prison estimated at more than \$500 million.*
- *Represented the Department on Capitol Hill with visits to the New Hampshire federal delegation to promote corrections-specific critical needs.*
- *Manage an organization with over 970 funded positions, ensuring effective leadership and operational alignment with departmental goals.*
- *Administer an annual FY2025 operating budget exceeding \$159 million, alongside an ongoing capital budget appropriation of nearly \$30 million.*
- *Provide senior executive oversight to the Department's Honor Guard Unit and Special Emergency Response Team, including approving event participation, team member appointments, discipline, and authorizing expenditures.*
- *Led the team to completely overhaul the department's website with a focus on visitors' needs and ADA compliance; authored the department's 2025 Strategic Communications Plan; and led the \$1 million 2024 Radio Capital Improvement Project moving all departmental radio communications from analog to secure digital infrastructure.*

**Director**, Division of Personnel & Information, Full Time, 40+ hours per week,  
November 2021-September 2022 | Pay Grade GG Step 7

*Originally confirmed by the Executive Council as the Director of Security and Training, which was restructured through legislation to the Director of Personnel and Information. Reporting to the Assistant Commissioner and Commissioner, this position oversees all things employee services and human resources, the business information unit and information technology, department-wide training bureau and department-wide payroll.*

**New Hampshire Department of Safety**

September 2011-November 2021

Concord, NH

*The New Hampshire Department of Safety is the second largest state department, employing over 1,600 full-time, part-time, non-classified, and seasonal staff in both uniformed and civilian roles. The department impacts the lives of all New Hampshire residents and visitors by enforcing criminal, motor vehicle, and boating laws, as well as providing fire safety, emergency medical training, emergency communications, and disaster planning.*

**Strategic Communications Administrator**, Office of the Commissioner, Full Time, 40+ hours per week, May 2020-November 2021 | A000 Wage Schedule Grade 29

*Manage all internal and external communications for the Department under the direction of the Commissioner. Responsibilities included communications for the State Police, Division of Homeland Security & Emergency Management, Fire Academy, Division of Motor Vehicles, state-wide 9-1-1, Fire Academy and Emergency Medical Services, Office of Highway Safety, State Fire Marshal's Office, and more. Write and issue news releases, updated websites, maintain social media activity and more to specifically targeted audiences based on the size and scope of the incident or public awareness campaign.*

**COVID-19 Joint Information Center Manager**, Office of the Governor Christopher T. Sununu, Special Assignment Full Time, 70+ hours per week, March 2020-June 2021

*Appointed by Governor Christopher T. Sununu, managed the operations of the State's COVID-19 Joint Information Center, overseeing the coordination and dissemination of all public information throughout the state's response to the COVID-19 pandemic. Developed and implemented targeted communication strategies to ensure accurate, timely and consistent messaging to the public and the media. Led a team of more than 45 state employee communications professionals, facilitated collaboration between 19 state agencies, and maintained media relations to enhance transparency and public trust through 4,500+ media inquiries, 4,000+ social media posts, 250+ news releases, and 111 news conferences. Oversaw the 2-1-1 state's COVID-10 call center which answered more than 211,325,500 calls. Executed crisis communication plans, monitored information flow, and provided strategic advice and counsel to senior leadership.*

**Community Outreach Coordinator**, Division of Homeland Security and Emergency Management, Full Time, 40+ hours per week, February 2019-May 2020 | A000 Wage Schedule Grade 25

*Served as the community outreach coordinator and public information officer for the Division, included drafting news releases, updating the website, managing social media platforms, and organizing public awareness campaigns around emergency preparedness. Primary spokesperson for the Division and often handled media interviews before, during and after disasters. Primary liaison with local and federal agency public information officers to ensure consistency among messages.*

**Special Projects Coordinator**, Division of Homeland Security and Emergency Management, Part Time, 29.5 hours per week, May 2016-February 2019

*Responsible for any special projects assigned by the Director including background checks on employees and participating in the School Safety Preparedness Taskforce.*

**State Exercise Training Officer**, Division of Homeland Security and Emergency Management, Full Time, 40+ hours per week, January 2016-May 2016

*Responsibilities included dispersing a \$1.5 million statewide exercise budget in accordance with the State's Exercise Training Plan. In coordination with other state, federal and local jurisdiction, organized and facilitated more than ten complex tabletop exercises and seminars, and four large-scale functional exercises. Responded within the State Emergency Operations Center in an operations command role, typically Assistant Operations Chief.*

**WebEOC & State Emergency Management Assistance Compact (EMAC)**

**Coordinator**, Division of Homeland Security and Emergency Management, Full Time, 40+ hours per week, April 2014-January 2016

*Oversee the state's disaster management software, WebEOC, and manage the state's participation in the Emergency Management Assistance Compact.*

**Instructor I, II & III Program Coordinator**, Division of Fire Standards and Training and Emergency Medical Services, Part Time, 29.5 hours per week, September 2011-December 2014

*As the Instructor I, II & III Program Coordinator, responsible for organizing and maintaining the instructor program for the Division, including the Instructor I, II & III classes, the Firefighter I & Firefighter II Train-the-Trainers, the Instructor Mentor Train-the-Trainers, the New Instructor Mentorship Program, and the NFPA1041 Visiting Committee.*

## **Life Image**

May 2016-October 2018

Newton, MA

*Life Image is the largest and most utilized network for medical image accessibility, encompassing over 1,500 hospitals with some of the highest patient care volumes in the country. The network connects more than 150,000 active clinical users who have exchanged over 2 billion exams across 90+ countries. In September 2022, Intelrad Medical Systems acquired Life Image.*

**Senior Account Manager**, Full Time, 40+ hours per week, February 2018-October 2018

*Responsibilities include managing 26 mid-size to large hospital accounts, one global medical device company account and 19 small organ procurement accounts. In 2018 Q1, closed 58% of my annual quota. In 2018 Q2, closed 92% of my annual quota. In 2018 Q3, closed 136% of my annual quota including wide-spread international image exchange functionality with a premier customer with imaging and data transmissions between the United States and Australia, the United Kingdom, most of the European Union, and beyond. This work facilitated a double-upsell in one fiscal year, to include adding more than 200 new exchange sites across the globe.*

**Account Manager**, Full Time, 40+ hours per week, May 2016-January 2018

*Managed 23 mid-size to large hospital accounts, one world-wide medical device company account, and 14 small organ procurement accounts as their primary point of contact for all things account related. In CY2017, secured \$1.3mil in total expand and renewal business.*

## **Boston Children's Hospital**

July 2008-March 2014

Boston, MA

*Boston Children's Hospital is the leading pediatric medical center in the United States, offering comprehensive healthcare services for children from birth to 23 years. Recognized as the #1*



*pediatric hospital by U.S. News & World Report for many years, it serves as a teaching affiliate of Harvard Medical School, emphasizing advanced care, research, and education.*

**Critical Care Transport Specialist / Emergency Medical Technician**, Intensive Care in Transit, Full Time, 40+ hours per week, July 2008-March 2014

*Member of the Critical Care Transport Team at Boston Children's Hospital by coordinating and providing transport services for critically ill or injured children. The transport team is responsible for resuscitation, stabilization, and inter-hospital transfer of patients ranging from preterm infants to young adults. The team operates 24 hours a day and serves all critical care areas in the institution, including the Neonatal ICU, Cardiac ICU, Medical/Surgical ICU, Medicine ICU, and Emergency Department.*

### **Bow Police Department**

April 2004-August 2011

Bow, NH

*The Bow Police Department is dedicated to ensuring the safety and well-being of the Bow community through effective law enforcement and community engagement. The department focuses on crime prevention, emergency response, and building strong relationships with residents. Committed to professionalism and integrity, the Bow Police Department aims to enhance quality of life and promote a safe environment for all.*

**Communications Specialist (Dispatcher)**, Full Time, 40+ hours per week, April 2004-August 2011

*Responsible for answering emergency calls from NH 911 and non-emergency calls, triaging the information and dispatching appropriate police resources, as well as documenting in the computer aided dispatch system. Certified by NH State Police to operate the State Police Online Telecommunications System (SPOTS) including running license plates, drivers history queries, warrant checks and more.*

## **TEACHING EXPERIENCE**

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### **National Disaster & Emergency Management University**

Since July 2023

Emmitsburg, MD

**Instructor**, The School of National Resilience

- Teach the Advanced Public Information Officer Course since July 2023 including the on-campus course in July 2024 and the off-campus course in Rochester, New Hampshire in September 2024.

## **PUBLICATIONS**

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### **Professional Submissions**

Raymond, P. D., "Media Credentials: Necessary or pointless?" Federal Emergency Management Agency, Master Public Information Officer Program Capstone Submission, April 1, 2022.

### **Newsletter Articles**

Raymond, P. D., "Recent News Conferences: The Importance of Trained Public Information Officers in Critical Times." National Information Officers Association News, January-February 2025.

Raymond, P. D., "Empowering Leadership; A Guide for Public Information Officers." National Information Officers Association News, September-October 2024, pp. 32-33.

Raymond, P. D., "New to the PIO Field? Let an experienced mentor be your guide." National Information Officers Association News, January-February 2024, pp. 14-15.

Raymond, P. D., "Using Media Guides for Complex Planned Events" National Information Officers Association News, May-June 2023, pp. 23-24.

Raymond, P. D., "Learning to Appreciate the Value of a PIO" National Information Officers Association News, January-February 2023, pp. 14-15.

## **PROFESSIONAL CONFERENCES**

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**CEO Summit**, Scottsdale, AZ, October 2024  
Axon Enterprises, Inc.

**Northeast Regional Meeting**, Stowe, VT, September 2024  
Correctional Leaders Association

**NIOA Annual Training Conference**, Clearwater Beach, FL, August 2024  
National Information Officers Association

**CLA Summer Meeting**, Nashville, TN, August 2024  
Correctional Leaders Association

**154<sup>th</sup> Congress of Correction**, Nashville, TN, August 2024  
American Correctional Association

**Executive Partners Summit**, Clearwater, FL, January 2024  
United State Secret Service

**Deputy Directors Conference**, Oceanside, CA, January 2024  
Correctional Leaders Association

**CEO Summit**, Scottsdale, AZ, December 2023  
Axon Enterprises, Inc.

**Northeast Regional Meeting**, Cape Cod, MA, September 2023  
Correctional Leaders Association

**CLA on the Hill**, Washington, DC, June 2023  
Correctional Leaders Association

**Deputy Directors Conference**, Destin, FL, February 2023  
Correctional Leaders Association

## **PROFESSIONAL TRAINING**

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**5 Level of Leadership Workshop, 2024**

John Maxwell Leadership  
Nashville, TN

**G0402 National Incident Management System Overview for Senior Officials, 2024**

NH Homeland Security and Emergency Management  
Concord, NH

**Master Public Information Officer, 2022**

- E0389: Implementing Communications Strategies for Whole Community Leadership
- E0393: Applying Advanced Concepts in Public Information and Communications
- E0394: Mastering Public Advocacy Plans to Create an Effective Community of Stakeholders

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Instructor Trainer, 2022**

Emergency Care and Safety Institute  
Burlington, MA

**Advanced Public Information Officer, 2021**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Master Exercise Practitioner, 2020**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**G2300 Intermedia Emergency Operations Center Functions, 2020**

NH Homeland Security and Emergency Management  
Concord, NH

**State Coordinating Officer, 2019**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**US Fire Administration Type 3 Incident Management Team Training, 2019**

National Fire Academy  
Portsmouth, NH

**Managing Public Information for All Hazards Incidents, 2019**

Federal Emergency Management Agency, Center for Domestic Preparedness  
Anniston, AL

**Radiological Emergency Preparedness Core Concepts, 2019**

Federal Emergency Management Agency, Center for Domestic Preparedness  
Portsmouth, NH

**Radiological Emergency Preparedness Post-Plume Awareness Course, 2019**

Federal Emergency Management Agency, Center for Domestic Preparedness  
Portsmouth, NH

**Exercise Conduct, Evaluation and Improvement Planning, 2019**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Basic Public Information Officer Course, 2019**

Massachusetts Emergency Management Agency  
Framingham, MA

**Level IV: Hands on EOC Leadership, 2019**

NH Homeland Security and Emergency Management  
Concord, NH

**AWR 160 WMD/Terrorism Awareness for Emergency Responders, 2018**

Texas A&M Engineering Extension Service, National Emergency Response and Rescue Training  
Center  
College Station, TX

**Exercise Foundations, Program Management, Design and Development, 2018**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Professional Development Series, 2018**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Level III: FEMA Professional Development Series, 2018**

NH Homeland Security and Emergency Management  
Concord, NH

**Level I: ICS/NIMS/WebEOC Awareness, 2018**

NH Homeland Security and Emergency Management  
Concord, NH

**Civilian Response to Active Shooter Events Train-the-Trainer, 2016**

Texas State University, Advanced Law Enforcement Rapid Response Training  
Concord, NH



**Lean Black Belt, 2015**

State of New Hampshire, Bureau of Education and Training  
Concord, NH

**ICS400, Advanced ICS for Command and General Staff, 2015**

National Fire Academy  
Concord, NH

**EOC Operations and Planning for All Hazards, 2015**

Texas A&M Engineering Extension Service  
National Emergency Response and Rescue Training Center  
College Station, TX

**Understanding the Emergency Management Assistance Compact, 2014**

Federal Emergency Management Agency, Emergency Management Institute  
Emmitsburg, MD

**Incident Command Systems (ICS) Forms Review, 2014**

Texas A&M Engineering Extension Service, National Emergency Response and Rescue Training Center  
College Station, TX

**ICS300, Intermediate ICS for Expanding Incidents, 2014**

National Fire Academy  
Concord, NH

**Fire and Emergency Services Instructor II & III, 2010**

New Hampshire Fire Standards and Training Commission  
Concord, NH

**Fire and Emergency Services Instructor II, 2010**

National Fire Academy  
Concord, NH

**Fire and Emergency Services Instructor 1 (NFPA 1041), 2009**

New Hampshire Fire Standards and Training Commission  
Concord, NH

**Federal Emergency Management Independent Study**

IS-0001.a Emergency Manager: An Orientation to the Position, 2016; IS-00003 Radiological Emergency Management, 2018; IS-00029 Public Information Officer Awareness, 2018; IS-00042 Social Media in Emergency Management, 2014; IS-00100.a Introduction to the Incident Command System, 2009; IS-00100.b Introduction to Incident Command System, 2018; IS-00120.a An Introduction to Exercises, 2014; IS-00120.c An Introduction to Exercises, 2018; IS-00130.a How to be an Exercise Evaluator, 2018; IS-00156 Building Design for Homeland Security for Continuity of Operations, 2019; IS-00200.a ICS for Single Resources and Initial Action Incidents, 2009; IS-00200.b ICS for Single Resources and Initial Action Incidents, 2018; IS-00201 Forms Used for the Development of the Incident Action Plan, 2018; IS-00212.b Introduction to

Unified Hazard Mitigation Assistance (HMA), 2018; IS-00230.d Fundamentals of Emergency Management, 2018; IS-00235.c Emergency Planning; IS-00240.b Leadership and Influence; IS-00241.b Decision Making and Problem Solving; IS-00242.b Effective Communication; IS-00244.b Developing and Managing Volunteers; IS-00247.a Integrated Public Alert and Warning System (IPAWS), 2014; IS-00248 Integrated Public Alert and Warning System (IPAWS) for the American Public, 2019; IS-00271.a Anticipating Hazardous Weather and Community Risk 2<sup>nd</sup> Edition, 2019; IS-00288.a The Role of Voluntary Agencies in Emergency Management, 2018; IS-00393.b Introduction to Hazard Mitigation, 2019; IS-00520 Introduction to Continuity of Operations Planning for Pandemic Influenzas, 2019; IS-00522 Exercising Continuity Plans for Pandemics, 2019; IS-00545 Reconstitution Planning Course, 2019; IS-00546.a Continuity of Operations (COOP) Awareness Course, 2018; IS-00547.a Introduction to Continuity of Operations, 2019; IS-00559 Local Damage Assessment, 2019; IS-00700 National Incident Management System (NIMS), an Introduction, 2008; IS-00702.a NIMS Public Information Systems, 2019; IS-00703.a NIMS Resource Management, 2018; IS-00706 NIMS Interstate Mutual Aid, An Introduction, 2018; IS-00775 EOC Management and Operations, 2014; IS-00800.b National Response Framework, An Introduction, 2014; IS-00909 Community Preparedness Implementing Simple Activities for Everyone, 2018; IS-02200 Basic Emergency Operations Center Function, 2019; IS-02900.a National Disaster Recovery Framework (NDRF) Overview, 2018;

## **PROFESSIONAL AFFILIATIONS**

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American Correctional Association

Correctional Leaders Association (Deputy Director)

National Information Officers Association, Region 1 Director

## **COMMUNITY SERVICE**

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### **Best Buddies New Hampshire**

Citizens Member, Bedford, NH, April 2022-Present

Advisory Board Vice Chair, Bedford, NH, September 2019-Present

Advisory Board Member, Bedford, NH, September 2018 – September 2019

### **International Association of Approved Basketball Officials State Board #32 (NH)**

Referee, Concord, NH, March 2001-Present

State Rules Interpreter, Concord, NH, March 2013-September 2015

### **Penacook Civil Defense Rescue Squad**

Honorary Life Member, Boscawen, NH, June 2021-Present

Deputy Chief, Boscawen, NH, September 2008-June 2012

Executive Board Secretary, Boscawen, NH, March 2003-September 2008

Volunteer Emergency Medical Technician, Boscawen, NH, March 1998-June 2012

### **Strong Foundations Charter School**

Member Board of Trustees, Pembroke, NH, May 2021-January 2023

# PAUL D. RAYMOND, JR.

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## REFERENCES

### **Stefanie Berkeley**

Administrative Assistant to the Assistant Commissioner  
New Hampshire Department of Corrections  
[REDACTED]

*Stef works directly for me as my administrative assistant at the Department of Corrections and can provide a subordinate perspective of my management/leadership style.*

### **William (Bill) Conway**

Brigadier General (Retired)  
New Hampshire National Guard / United States Army  
[REDACTED]

*I worked with Bill during the State's COVID-19 Response, and then I worked for Bill when I first joined the NH Department of Corrections.*

### **Jayne Millerick**

Chief of Staff  
New Hampshire Office of Governor Christopher T. Sununu  
[REDACTED]

*I worked for Jayne for the greater part of the last eight years, in some capacity. During the State's COVID-19 Response, I worked very closely with Jayne and had frequent communication with her and her office when I became Assistant Commissioner of the Department of Corrections.*

### **Michael Peck**

Assistant Special Agent-In-Charge  
United States Secret Service, Global Investigative Operations Center  
[REDACTED]

*I've known Mike for more than 10 years, in both a professional and personal capacity. Mike is one of my closest friends and we've also worked on a number of incidents/cases when I worked at both the Departments of Safety and Corrections.*

### **Christopher Pingree**

Supervisory U.S. Probation Officer  
United State Probation & Pretrial Services, District of New Hampshire  
[REDACTED]

*I worked with Chris at the NH Department of Corrections when he served as Director of Professional Standards, after retiring from USPPS.*

### **Perry Plummer**

Assistant Commissioner (Retired)  
New Hampshire Department of Safety  
[REDACTED]

*I worked for Perry in 2011 until he retired from the Department of Safety in 2021 and have remained in touch with him since his retirement.*



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Raymond, Jr. Paul Denis

MAILING ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

(Work Phone, Optional) \_\_\_\_\_

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: Executive Director	Job Posting Number 032020	Closing Date 7/12/2025
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List the state agency with which you wish to apply:

Texas Department of Criminal Justice

Do you have any relatives working for this agency? If so, list names and

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? \_\_\_\_\_

Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? n/a

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? \_\_\_\_\_

Current Driver's License # (if required for position) \_\_\_\_\_

(State) (Number)

Commercial Driver's License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Huntsville

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Bishop Brady, Concord, NH

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Southern NH University, Manchester, NH	04	15	07	18	Feb 2021			General Studies	Business
	Southern NH University, Manchester, NH	04	19	02	21	Feb 2021			Bachelors in Management	Logistics & Operations
Graduate Schools	Southern NH University, Manchester, NH	07	21	05	23	May 2023			Masters in Criminal Justice	Public Safety Administration
Technical or Vocational Schools	National Disaster & Emergency Management University, Emmitsburg, MD	12	21	09	22	Sept 2022			Certificate	Executive Public Information Officer
	NH Bureau of Education & Training, Concord, NH	10	13	07	15	July 2015			Certificate	Lean Black Belt



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

John Maxwell Leadership Training (John Maxwell), Executive Public Information Officer (FEMA), Lean Black Belt (NH Bureau of Training), and numerous Incident Command System & National Incident Management System trainings.

Approximately how many words per minute do you type? 75

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

n/a

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒  
If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge \_\_\_\_\_

Dates of Service (From/To): \_\_\_\_\_

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
4. I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
5. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE: **X**

July 2, 2025

Signature – Applicant

Date



## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** Raymond, Jr. Paul Denis  
Last First Middle

Position Title: <b>Assistant Commissioner</b> Employer: <b>New Hampshire Department of Corrections</b> Mailing Address: <b>64 South Street</b> City & State/ZIP: <b>Concord, NH 03301</b> Employer's Telephone No.: <b>(603) 271-5600</b>						Immediate Supervisor Name: <b>Helen Hanks</b> Title: <b>Commissioner</b> S. No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>60</b>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-Manual <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		If supervisory, number of employees you supervised: <b>973</b>		
Mo.	Day	Yr.	Mo.	Day	Yr.	\$			150,849
09	01	2022							

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Served as second-in-command for a statewide corrections agency, providing executive leadership over operations, strategic planning, and public affairs for nearly 1,000 staff and a \$198M combined budget. Oversaw correctional facilities, probation/parole, and administrative functions to ensure public safety, efficiency, and accountability. Led internal/external communications, legislative affairs, and crisis response, serving as the primary liaison to the Governor's Office and Legislature. Advised the Commissioner on policy, system reform, and interagency coordination. Directed emergency operations, capital improvement projects, and high-impact initiatives across the agency. Supervised wardens, directors, and division heads, and advanced organizational priorities through leadership development, workforce modernization, and cultural transformation.

Specific reason for leaving: **n/a**

Position Title: <b>Director of Personnel &amp; Information</b> Employer: <b>New Hampshire Department of Corrections</b> Mailing Address: <b>64 South Street</b> City & State/ZIP: <b>Concord, NH 03301</b> Employer's Telephone No.: <b>(603) 271-5600</b>						Immediate Supervisor Name: <b>William Conway</b> Title: <b>Assistant Commissioner</b> S. No.: <span style="background-color: black; color: black;">[REDACTED]</span>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: <b>60</b>	
Starting Date		Leaving Date		Current/ Final Salary	Technical Non-Manual <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>		If supervisory, number of employees you supervised: <b>75</b>		
Mo.	Day	Yr.	Mo.	Day	Yr.	\$			124,187
11	01	2021	09	01	2022				

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Oversaw Human Resources, Labor Relations, Information Technology, and Strategic Communications for a statewide agency with nearly 1,000 employees. Led all HR functions, including classification, compensation, employee relations, and union negotiations. Directed IT operations, cybersecurity, and modernization efforts to support institutional and administrative needs. Managed internal and external communications, including media relations, legislative affairs, and executive messaging. Advised the Commissioner on policy, operations, workforce development, and strategic initiatives. Played a key role in driving organizational improvements, aligning operations with agency goals, and fostering a more transparent, responsive, and resilient workplace.

Specific reason for leaving: **Promoted to Assistant Commissioner**

Position Title: <b>Strategic Communications Administrator</b>						Immediate Supervisor Name: <b>Robert Quinn</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>NH Department of Safety</b>						Title: <b>Commissioner</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>33 Hazen Drive</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Concord, NH 03301</b>								Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: <b>(603) 271-2791</b>								Give average # of hours worked per week if part-time: <b>60</b>	
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial		
05	01	2020	11	01	2021	\$ ~110,000	Supervisory/Managerial		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Directed statewide communications strategy across multiple public safety divisions, including State Police, Emergency Management, Fire Marshal/Arson Investigation, Fire Academy & EMS, Statewide 9-1-1, and the Division of Motor Vehicles. Also managed strategic messaging for the Governor's Office of Highway Safety. Led crisis communications and public information efforts during high-profile emergencies, including natural disasters, human-caused incidents, and statewide emergency activations.

Served as the agency's primary spokesperson and coordinated interagency messaging to ensure accuracy, consistency, and public confidence. Oversaw public information officers across all divisions and aligned messaging strategies to support unified, effective communication. Advised senior leadership and the Governor's Office on public affairs, reputation management, and high-stakes media response. Maintained trusted partnerships with state leadership and external stakeholders to support timely, transparent, and mission-focused communications during critical incidents.

**Specific reason for leaving:** Nominated & Confirmed by Governor to Director position at NHDOC

Position Title: <b>COVID-19 JIC Manager</b>						Immediate Supervisor Name: <b>Christopher Sununu</b>		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Office of Governor Sununu</b>						Title: <b>Governor</b>		Part-Time <input type="checkbox"/>	
Mailing Address: <b>107 N Main Street</b>						Supervisor's Telephone No.: <b>[REDACTED]</b>		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Concord, NH 03301</b>								Temp/Project <input checked="" type="checkbox"/>	
Employer's Telephone No.: <b>(603) 271-2121</b>								Give average # of hours worked per week if part-time: <b>80+</b>	
Starting Date			Leaving Date			Current/	Technical		
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial		
03	01	2020	06	01	2021	\$ 110,000	Supervisory/Managerial		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Appointed to lead the State of New Hampshire's Joint Information Center (JIC) during the COVID-19 pandemic—the largest and longest-running emergency communications operation in state history. Directed all statewide public information, media relations, and crisis messaging efforts under the authority of the Governor's Office. Coordinated communications across 19 state agencies, federal partners, healthcare systems, and local jurisdictions to ensure a unified and accurate response. Managed more than 150 live press conferences with the Governor and Cabinet officials and issued over 500 official news releases, advisories, and situational updates. Oversaw the 2-1-1 public inquiry system, which responded to over 2.1 million calls, providing real-time guidance to residents, healthcare providers, businesses, and local governments. Served as a key advisor on public communication strategy, message discipline, and stakeholder engagement. Ensured consistent, timely, and transparent messaging during one of the most complex and high-pressure emergency responses in modern history. Provided executive coordination, media readiness, and interagency alignment that became a national model for effective crisis communication.

**Specific reason for leaving:** COVID-19 Joint Information Center closed at the end of the pandemic.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☒ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Raymond, Jr. Paul Denis 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO.: [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_
7. Are you related to any employee of the TDCJ or member of the Texas Board of Criminal Justice [REDACTED]  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your present employer for a reference? Yes ☒ No ☐ Not presently employed ☐
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☒ No ☐  
If yes, please explain: As an administrator reviewing claims and findings, and issuing discipline.
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☒ No ☐  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☐
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former offender? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been employed by the TDCJ (as an employee, contractor, or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☐ No ☐ Not Applicable ☒
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: \_\_\_\_\_  
b. Position or positions you held in the organization: \_\_\_\_\_  
c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### **The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:**

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### **Important Note**

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

*Continued on next page*

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: Paul A. Raymond Jr.

Date: July 2, 2025

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>	2. Last Name (Type or Print)		First	Middle
	<b>Raymond, Jr.</b>		<b>Paul</b>	<b>Denis</b>
3. _____			4. _____	5. Work Phone
[REDACTED]				
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input checked="" type="checkbox"/> W-White <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races		
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>01</b> - Other State Employee     | <input type="checkbox"/> <b>06</b> - Newspaper _____<br>Name of Newspaper | <input type="checkbox"/> <b>11</b> - WorkInTexas.com                               |
| <input type="checkbox"/> <b>02</b> - Job Fair                 | <input type="checkbox"/> <b>07</b> - College/University Career Day        | <input checked="" type="checkbox"/> <b>12</b> - Other (specify):<br>Facebook _____ |
| <input type="checkbox"/> <b>03</b> - Professional Publication | <input type="checkbox"/> <b>08</b> - Human Resource/Personnel Office      |  |
| <input type="checkbox"/> <b>04</b> - Recruitment Poster       | <input type="checkbox"/> <b>09</b> - Radio                                |  |
| <input type="checkbox"/> <b>05</b> - Television               | <input type="checkbox"/> <b>10</b> - Agency Web Site - Internet           |  |

**X**

July 2, 2025

Signature – Applicant

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



Texas Board of Criminal Justice  
Attn: Brittnei Ortega  
PO Box 13084  
Austin, Texas 78711

Ref: Selective Service System is Down; Alternative Temporary Verification Requested

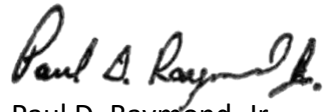
Dear Members of the Search Committee,

I am submitting this letter to affirm that I registered with the Selective Service System in accordance with federal law. At this time, the Selective Service System's verification platform is temporarily unavailable, preventing me from accessing an official verification of registration.

Once the system is back online, I will promptly obtain and submit the official verification and forward it to the Texas Department of Criminal Justice as a supplement to my application for the Executive Director position.

I respectfully hope this temporary issue will not negatively impact my application or consideration for this role. Please let me know if any additional information is required in the meantime.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul D. Raymond, Jr.", with a stylized, cursive script.

Paul D. Raymond, Jr.

Attachment: Selective Service System Website Screenshot (PDF)



## Verify Registration

### Directions

Please complete the form below to verify your registration. If no record is found and you believe that you have previously registered, please give us a call at 888-655-1825.

**Required information:**

- Last name
- Social Security Number
- Date of Birth

The requested service is temporarily unavailable. It is either overloaded or under maintenance. Please try later.



SELECTIVE SERVICE SYSTEM

Call: 847-688-6888 or  
toll-free: 888-655-1825

Hours of operation: 9:00 AM to 5:00 PM EST, Monday to Friday, except on federal holidays.

# Steven W. Simmons, MBA

June 17, 2025

Dear Search Committee:

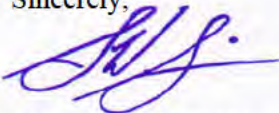
I am pleased to submit my credentials for the position of Executive Director of the Texas Department of Criminal Justice. Over the course of my twenty-eight years of dedicated service with the Houston Police Department, I have consistently demonstrated strong progressive management skills. Additionally, I possess the unique ability to foster consensus among diverse governmental agencies, enabling them to collaborate effectively towards shared objectives. I have also cultivated long-standing relationships within the communities I have served.

I earned a Bachelor of Business Administration in Finance and a Master of Business Administration with a specialization in Banking and Financial Institutions, which enabled me to gain a deeper understanding of the budgeting process during my tenure at the Houston Police Department.

- As Lieutenant in the Central Division, oversaw day shift patrol as Shift Commander and participated in town hall meetings and monthly Positive Interaction Program (PIP) meetings. Served as Division Training Coordinator for field cadet training and sergeant training programs. Acted as Captain when required and attended Command Staff meetings, COMPSTAT meetings, and other related functions as necessary.
- As Lieutenant of the Crime Analysis & Command Center Division, introduced a new leadership style that boosted morale and productivity. Played a key role in revising Significant Event Notification Procedures and Departmental Policies concerning Command Center responsibilities.
- As Sergeant in the Training Division, managed a \$400,000 budget and administered training at the academy. Implemented a Retiree Recertification Unit that enhanced efficiencies for retired officers.
- As Sergeant, managed two jail facilities and a \$250,000 budget while serving as Training Sergeant. Assisted with negotiations for a future jail merger between the Houston Police Department and Harris County Sheriff's Department.
- As a Police Officer in the Financial Crimes Unit, investigated various financial crimes including forgeries, credit card offenses, fraudulent credit applications, computer crimes, and embezzlements.

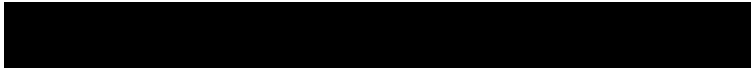
I am seeking new leadership roles to leverage my public service skills. My administrative experience and graduate credentials should interest the Search Committee. Thank you for considering my application. I look forward to an interview.

Sincerely,



Steven W. Simmons

# Steven W. Simmons, MBA



## *Targeted Position*

### Executive Director

A highly educated and vision-oriented retired Lieutenant with extensive expertise in community policing, patrol operations, investigations, crime prevention, emergency response services, and public outreach. Demonstrates diplomatic leadership in staff development, training programs, budgeting, reporting, and departmental management. Proven ability to cultivate and strengthen collaborative relationships with local, state, and federal agencies to enhance interagency cooperation.

## KEY SIGNATURE STRENGTHS

Department Administration • Budgeting, Forecasting & Reporting • Statistical Analysis  
Staff Training & Development • Project Management • Technology Implementation • Security  
Performance Management • Community Outreach • Policy & Procedure Development  
Crisis & Emergency Response Operations • Cadet Training • Procurement • Inventory Control

## PROFESSIONAL EXPERIENCE

**HOUSTON POLICE DEPARTMENT**, Houston, Texas

1994 – 2022

**Lieutenant, North Belt Division**

(2022 – 2022)

The Executive Command Staff has requested to fill the open vacancy of Night Shift Commander for the North Belt Division, with the objective of providing enhanced leadership qualities to younger officers and supervisors.

- Managed crime analysis statistical documentation to support patrol decisions.
- Coordinated with Command Center and other resources for critical incidents.
- Applied new leadership style, improving employee morale and productivity.
- Implemented a 30-day rotation in Investigative Divisions for staff development.

**Lieutenant, Central Division**

(2019 – 2022)

Developed and implemented strategies to address critical investigations and support issues. Managed the day shift patrol as Shift Commander, directing over 100 employees including officers and civilians. Participated in town hall meetings and monthly Positive Interaction Program (PIP) meetings to establish community partnerships.



**PROFESSIONAL EXPERIENCE (Continued)**

- Concurrently served as Administrative Lieutenant for six months overseeing Internal Affairs, Crime Analysis section, budgets including general fund and overtime, fleet operations, facility maintenance, complex security, inventory management, technology coordination, and reporting.
- Managed the Community Services (formerly Storefronts), including the Police Activities League (PAL) and Central Division Explorers program while serving concurrently as Administrative Lieutenant.
- Collaborated with the Memorial Park Conservancy on monthly public safety meetings and assigned a dedicated Memorial Park patrol officer to enhance visibility and deter criminal activity.
- Petitioned and secured approval from the Mayor's Office of Homeland Security to install additional surveillance cameras in Memorial Park to reduce crime and alleviate fears related to crime.
- Coordinated with Public Works and Traffic Mobility Departments to identify evacuation routes during hurricanes and flooding events, with corresponding plotter maps strategically placed in the Captain's office and Sergeant's office for reference.
- Established strategic partnerships with local area hotels, restaurants, and grocery stores to provide food and shelter for officers impacted during catastrophic events when the Department was fully mobilized.
- Selected as Divisional Training Coordinator to oversee Probationary Police Officer Field Training Program and Sergeant Training Program. Improved the quality of training for Probationary Police Officers by enhancing the Probationary Police Officer Training Book and coordinated with Specialized Divisions, such as Mental Health Division and Driving While Intoxicated (DWI) Task Force, to provide advanced training.
- Implemented overtime programs in high-crime areas with increased police presence to reduce crime based on crime analysis and community input.
- Managed Municipal Court security and police complex security with assigned police officers.
- Completed synopses of Internal Affairs complaints for submission to the Chief of Police with recommendations for disciplinary action per Departmental Policy.

**Lieutenant, Crime Analysis &  
Command Center Division**

(2016 – 2019)

Selected by the Executive Command Staff to deliver administrative management and shift leadership for the Command Center and Real Time Crime Center unit across all three shifts.

- Led a team of sergeants, officers, analysts, and staff to quickly collect and process intelligence for major emergencies.
- Improved employee morale and productivity by introducing new procedures, processes, and leadership style.
- Sourced vendors to update technology, enhancing the Real Time Crime Center's efficiency with 30+ databases.
- Acted as primary liaison between the Department Operations Center and Office of Emergency Management during disasters, centralizing information dissemination.

**PROFESSIONAL EXPERIENCE (Continued)**

- Played a key role in the revision of all Significant Event Notification Procedures and Departmental General Orders concerning Command Center responsibilities and notifications.
- Collaborated with multiple government agencies and private sector corporations on the utilization and design of Real-Time Crime Center operations.

**Sergeant, Eastside Division**

(2015 – 2016)

- Managed administrative duties for police team, including budget oversight, fleet operations, facility maintenance, security, inventory management, technology coordination, and reporting.
- Oversaw crime analysis and statistical documentation to support patrol decisions and overtime programs.
- Developed and launched a Child Identification Kit for parents.
- Directed the installation of a modular building for the Tactical Unit.

**Sergeant, Central Division**

(2010 – 2015)

- Supervised a team of police officers responsible for responding to service calls within the Central Division.
- Oversaw roll calls and ensured compliance with departmental standards regarding staffing, equipment, vehicles, and service quality.
- Managed officers assigned to Municipal Court security and police complex security.
- Initiated the Washington Corridor overtime program, significantly enhancing police presence to reduce crime.
- Instituted a 30-day rotation among various Investigative Divisions for officers, demonstrating a strong commitment to staff development.

**Sergeant, Training Division**

(2008 – 2010)

- Transferred to an administrative role in the Training Division, overseeing training for over 280 cadets annually.
- Managed three divisional budgets totaling approximately \$400,000, including the Law Enforcement Officer Standards and Education Fund (LEOSE). Supervised a team of 12 police officers and administrative staff, handling procurement, inventory management, technology implementation, and reporting.
- Oversaw the certification and college reimbursement offices, ensuring officers received appropriate Texas Commission of Law Enforcement (TCOLE) credits and college reimbursements per departmental policy.
- Supervised the TCOLE Coordinator, who also served as custodian for open records requests. Attended quarterly TCOLE meetings when available.
- Directed the Officer Safety Unit, providing training and evaluation for cadets in crime scene investigation and traffic stops.
- Served as Internal Affairs Sergeant.

**PROFESSIONAL EXPERIENCE (Continued)**

- Coordinated the construction of various facilities including a driver's training building, running track, gym floor, and managed additional special projects for the Division Commander.
- Obtained approval for and directed the implementation of a Retiree Recertification Unit within the Training Division, enhancing efficiencies and reducing costs for over 2,000 retired officers.

**Sergeant, Jail Division**

(2004 – 2008)

- Managed jail operations for two facilities (Central / Southeast), overseeing an administrative staff of five, a \$250,000+ supply budget, fleet management, facility maintenance, procurement, inventory control, and contract administration and reporting.
- Held concurrent responsibility as Training Sergeant to educate and train police cadets, officers, and jail attendants in jail procedures and systems.
- Coordinated with the City of Houston Health Department during monthly meetings and with a Federal Court appointed Jail Monitor on a quarterly basis regarding prisoner welfare.
- Supervised the installation of new camera and communication systems.
- Assisted the Captain and Lieutenant with negotiations between the Houston Police Department and the Harris County Sheriff's Department concerning a potential jail merger.

**Police Officer, Burglary and Theft Division**

(1998 – 2004)

- Conducted investigations into financial crimes, including forgery, credit card offenses, fraudulent credit applications, computer crimes, and embezzlement.
- Executed surveillance operations, collected and analyzed financial evidence, and worked collaboratively with detectives, complainants, and witnesses to identify suspects.

**Police Officer, Northwest & North Divisions**

(1994 – 1998)

- Successfully completed the field training program at North Division and subsequently assigned to Northwest Division, tasked with investigating crime scenes, securing evidence, facilitating interviews, documenting investigations, and conducting follow-up investigations on criminal activities.
- Developed and maintained professional relationships with other law enforcement agencies.

**HARRIS COUNTY SHERIFF'S DEPARTMENT, Houston, Texas**

1990 – 1994

**Deputy Sheriff**

- Assigned to the Detention Bureau within the Jail Division, responsible for ensuring the care and control of over 800 inmates, including those in high-risk lockdown areas.
- Transferred to the Commissary Division to oversee inventory control operations for the jail commissary, encompassing receiving, stocking, and distribution tasks.

### PROFESSIONAL EXPERIENCE (Continued)

**HOUSTON POLICE DEPARTMENT**, Houston, Texas  
**Jail Attendant**

1989 - 1990

- As a civilian jail attendant, responsible for processing prisoners received from patrol officers, including tasks such as intake, searching, inventory management of personal property, fingerprinting, housing, bonding and releasing, as well as transfers to Harris County Jail.

### EDUCATION, CERTIFICATIONS & CONTINUING PROFESSIONAL DEVELOPMENT

**Master of Business Administration, Banking & Financial Institutions**

**Bachelor of Business Administration, Finance**

Sam Houston State University, Huntsville, Texas

**Graduate**, Houston Police Academy • **Graduate**, Harris County Sheriff's Academy

**Master Peace Officer Certification • TCOLE Instructor • Field Training Instructor**

**Field Training Evaluator • TCOLE Jailer Certification**

**Active Member of International Association of Chiefs of Police**

**Lifetime Member**, Houston Livestock Show and Rodeo

**Lifetime Member**, Montgomery County Fair Association

**Life Member**, Sam Houston State University Alumni Association

### PUBLICATIONS

Simmons, S.W., Griffin, H.F., *Real Option Technology in Appliance Extended Warranty Valuation*, Academy of Accounting and Financial Studies Journal, 2005 (Pgs. 125-133)




# Steven W. Simmons, MBA



## REFERENCES

### **David Angelo**


Chief of Police  
Firestone, Colorado



Chief Angelo was my immediate supervisor from 2015 to 2016 when I was a Sergeant assigned to the Eastside Division.

### **Mark Lentini**

Captain (retired)



Captain Lentini was my immediate supervisor from 2019 to 2021 when I was a Lieutenant assigned to the Central Division

### **Michael Donato**

Sergeant, Mayor's Protection Detail  
Houston Police Department



Sergeant Donato and I worked together as Sergeants from 2010 to 2015 when assigned to the Central Division and then I was his Lieutenant when assigned to Central Division from 2019 to 2022.



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date Received \_\_\_\_\_  
Time Received \_\_\_\_\_  
Received By \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed. Resumes will not be accepted in lieu of applications**, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Simmons Steven Wayne  
(Last) (First) (Middle)

E-MAIL ADDRESS \_\_\_\_\_

(Work Phone, Optional)

List any other names used if different from name on this application. Steve

List exact title of position or type of work and location for which you wish to apply: Executive Director - Texas Department of Criminal Justice	Job Posting Number 16879170	External Job #	Closing Date 07/12/2025
List the state agency with which you wish to apply: Texas Department of Criminal Justice	Do you have any relatives working for this agency? If so, list names and		

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work?: Two weeks from job offer

Are you at least 17 years of age? \_\_\_\_\_

Are you willing to work hours other than 8-5? Yes ☒ No ☐ What days are you unable to work? N/A

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 75%

Current Driver's License # (if required for position) \_\_\_\_\_'s License Yes ☐ No ☒

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Huntsville

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒

If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Lutheran High North, Houston, TX

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		TO						
		Mo.	Yr.	Mo.	Yr.					
Graduate School	Sam Houston State University /Huntsville, TX	5	2005	5	2007	05/2007			Master's Degree	MBA - Banking and Financial Institutions
Undergraduate College or University	Sam Houston State University /Huntsville, TX	1	1997	5	2003	05/2003			Bachelor's Degree	BBA - Finance



# AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
License	06/2003		Texas Commission on Law Enforcement (Austin/TX)	100197

**Special Training/Skills/Qualifications:** List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately how many words per minute do you type? 40 + wpm

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak?

How Fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) do you write?

Have you ever been employed by the State of Texas? Yes ☐ No ☒ Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

## FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

## MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge:

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran? Yes ☐ No ☒

If yes, complete dates of service for veteran \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED** SIGN HERE: **X**

Signature - Applicant

Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

<b>Name</b> Simmons	Steven	Wayne
(Last)	(First)	(Middle)

Position Title: <b>Lieutenant</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Houston Police Department</b>							Steven Spears			Part-Time <input type="checkbox"/>	
Mailing Address: <b>1200 Travis</b>							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Houston, TX 77002</b>							Captain			Temp/Project <input type="checkbox"/>	
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:			Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
01	15	2022	04	02	2022	\$120,000.00		Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			45	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

The Executive Command Staff has requested to fill the open vacancy of Night Shift Commander for the North Belt Division, with the objective of providing enhanced leadership qualities to younger officers and supervisors.

- Managed crime analysis statistical documentation to support patrol decisions.
- Coordinated with Command Center and other resources for critical incidents.
- Applied new leadership style, improving employee morale and productivity.
- Implemented a 30-day rotation in Investigative Divisions for staff development.

**Specific reason for leaving:** Retirement.

Position Title: <b>Lieutenant</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Houston Police Department</b>							Mark Lentini			Part-Time <input type="checkbox"/>	
Mailing Address: <b>1200 Travis</b>							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Houston, TX 77354</b>							Captain			Temp/Project <input type="checkbox"/>	
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:			Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
03	16	2019	04	01	2022	\$120,000.00		Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			100	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Developed and implemented strategies to address critical investigations and support issues. Managed the day shift patrol as Shift Commander, directing over 100 employees including officers and civilians. Participated in town hall meetings and monthly Positive Interaction Program (PIP) meetings to establish community partnerships.



- Concurrently served as Administrative Lieutenant for six months overseeing Internal Affairs, Crime Analysis section, budgets including general fund and overtime, fleet operations, facility maintenance, complex security, inventory management, technology coordination, and reporting.
- Managed the Community Services (formerly Storefronts), including the Police Activities League (PAL) and Central Division Explorers program while serving concurrently as Administrative Lieutenant.
- Collaborated with the Memorial Park Conservancy on monthly public safety meetings and assigned a dedicated Memorial Park patrol officer to enhance visibility and deter criminal activity.
- Petitioned and secured approval from the Mayor's Office of Homeland Security to install additional surveillance cameras in Memorial Park to reduce crime and alleviate fears related to crime.
- Coordinated with Public Works and Traffic Mobility Departments to identify evacuation routes during hurricanes and flooding events, with corresponding plotter maps strategically placed in the Captain's office and Sergeant's office for reference.
- Established strategic partnerships with local area hotels, restaurants, and grocery stores to provide food and shelter for officers impacted during catastrophic events when the Department was fully mobilized.
- Selected as Divisional Training Coordinator to oversee Probationary Police Officer Field Training Program and Sergeant Training Program. Improved the quality of training for Probationary Police Officers by enhancing the Probationary Police Officer Training Book and coordinated with Specialized Divisions, such as Mental Health Division and Driving While Intoxicated (DWI) Task Force, to provide advanced training.
- Implemented overtime programs in high-crime areas with increased police presence to reduce crime based on crime analysis and community input.
- Managed Municipal Court security and police complex security with assigned police officers.
- 

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Lieutenant</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							Wyatt Martin		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Assistant Chief - Retired		Temp/Project <input type="checkbox"/>		
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
02	24	2016	03	16	2019	\$120,000.00		Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:		40		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

**Selected by the Executive Command Staff to deliver administrative management and shift leadership for the Command Center and Real Time Crime Center unit across all three shifts.**

- Led a team of sergeants, officers, analysts, and staff to quickly collect and process intelligence for major emergencies.
- Improved employee morale and productivity by introducing new procedures, processes, and leadership style.
- Sourced vendors to update technology, enhancing the Real Time Crime Center's efficiency with 30+ databases.
- Acted as primary liaison between the Department Operations Center and Office of Emergency Management during disasters, centralizing information dissemination.
- Played a key role in the revision of all Significant Event Notification Procedures and Departmental General Orders concerning Command Center responsibilities and notifications.
- Collaborated with multiple government agencies and private sector corporations on the utilization and design of Real-Time Crime Center operations.

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Sergeant</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							David Angelo		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77354</b>							Lieutenant - Retired		Temp/Project <input type="checkbox"/>		
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
01	31	2015	02	24	2016			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:		20		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Managed administrative duties for police team, including budget oversight, fleet operations, facility maintenance, security, inventory management, technology coordination, and reporting.
- Oversaw crime analysis and statistical documentation to support patrol decisions and overtime programs.
- Developed and launched a Child Identification Kit for parents.
- Directed the installation of a modular building for the Tactical Unit.

**Specific reason for leaving:** Promoted to Lieutenant.

Position Title: <b>Sergeant</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
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Employer: <b>Houston Police Department</b>							Andy King		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77354</b>							Lieutenant - Retired		Temp/Project <input type="checkbox"/>		
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
07	24	2010	01	31	2015			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:		75		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Supervised a team of police officers responsible for responding to service calls within the Central Division.
- Oversaw roll calls and ensured compliance with departmental standards regarding staffing, equipment, vehicles, and service quality.
- Managed officers assigned to Municipal Court security and police complex security.
- Initiated the Washington Corridor overtime program, significantly enhancing police presence to reduce crime.
- Instituted a 30-day rotation among various Investigative Divisions for officers, demonstrating a strong commitment to staff development.

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Sergeant</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							Mary Lentshke		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77354</b>							Assistant Chief - Retired		Temp/Project <input type="checkbox"/>		
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>			
03	08	2008	07	24	2010			Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:		12		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Transferred to an administrative role in the Training Division, overseeing training for over 280 cadets annually.
- Managed three divisional budgets totaling approximately \$400,000, including the Law Enforcement Officer Standards and Education Fund (LEOSE). Supervised a team of 12 police officers and administrative staff, handling procurement, inventory management, technology implementation, and reporting.
- Oversaw the certification and college reimbursement offices, ensuring officers received appropriate Texas Commission of Law Enforcement (TCOLE) credits and college reimbursements per departmental policy.
- Supervised the TCOLE Coordinator, who also served as custodian for open records requests. Attended quarterly TCOLE meetings when available.
- Directed the Officer Safety Unit, providing training and evaluation for cadets in crime scene investigation and traffic stops.
- Served as Internal Affairs Sergeant.
- Coordinated the construction of various facilities including a driver's training building, running track, gym floor, and managed additional special projects for the Division Commander.
- Obtained approval for and directed the implementation of a Retiree Recertification Unit within the Training

Division, enhancing efficiencies and reducing costs for over 2,000 retired officers.

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Sergeant</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							Patrick Dougherty			Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:			Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Lieutenant - Retired			Temp/Project <input type="checkbox"/>		
Employer Telephone No.: <b>(713) 308-1500</b>							Supervisor's Telephone No.:			Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/			Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary			Non-Managerial <input type="checkbox"/>			
08	14	2004	03	08	2008				Supervisory/Managerial <input checked="" type="checkbox"/>			
							If supervisory, number of employees you supervised:			5		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Managed jail operations for two facilities (Central / Southeast), overseeing an administrative staff of five, a \$250,000+ supply budget, fleet management, facility maintenance, procurement, inventory control, and contract administration and reporting.
- Held concurrent responsibility as Training Sergeant to educate and train police cadets, officers, and jail attendants in jail procedures and systems.
- Coordinated with the City of Houston Health Department during monthly meetings and with a Federal Court appointed Jail Monitor on a quarterly basis regarding prisoner welfare.
- Supervised the installation of new camera and communication systems.
- Assisted the Captain and Lieutenant with negotiations between the Houston Police Department and the Harris County Sheriff's Department concerning a potential jail merger.

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Police Officer</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							Raymond Rice			Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:			Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Sergeant - Retired			Temp/Project <input type="checkbox"/>		
Employer Telephone No.:							Supervisor's Telephone No.:			Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/			Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary			Non-Managerial <input checked="" type="checkbox"/>			
04	18	1998	08	14	2004				Supervisory/Managerial <input type="checkbox"/>			
							If supervisory, number of employees you supervised:			0		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Conducted investigations into financial crimes, including forgery, credit card offenses, fraudulent credit applications, computer crimes, and embezzlement.
- Executed surveillance operations, collected and analyzed financial evidence, and worked collaboratively with detectives, complainants, and witnesses to identify suspects.

**Specific reason for leaving:** Promoted to Sergeant.

Position Title: <b>Police Officer</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
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Employer: <b>Houston Police Department</b>							Unknown		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Sergeant		Temp/Project <input type="checkbox"/>		
Employer Telephone No.:							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input checked="" type="checkbox"/>			
01	06	1996	04	18	1998			Supervisory/Managerial <input type="checkbox"/>			
							If supervisory, number of employees you supervised:		0		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Successfully completed the field training program at North Division and subsequently assigned to Northwest Division, tasked with investigating crime scenes, securing evidence, facilitating interviews, documenting investigations, and conducting follow-up investigations on criminal activities.
- Developed and maintained professional relationships with other law enforcement agencies.

**Specific reason for leaving:** Career Advancement.

Position Title: <b>Deputy Sheriff</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Harris County Sheriff's Department</b>							King		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Baker</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Sergeant - Retired		Temp/Project <input type="checkbox"/>		
Employer Telephone No.:							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input checked="" type="checkbox"/>			
06	22	1990	12	30	1994			Supervisory/Managerial <input type="checkbox"/>			
							If supervisory, number of employees you supervised:		0		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- Assigned to the Detention Bureau within the Jail Division, responsible for ensuring the care and control of over 800 inmates, including those in high-risk lockdown areas.
- Transferred to the Commissary Division to oversee inventory control operations for the jail commissary, encompassing receiving, stocking, and distribution tasks.

**Specific reason for leaving:** Resigned to work for the Houston Police Department.

Position Title: <b>Jail Attendant</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>		
Employer: <b>Houston Police Department</b>							Unknown - Various		Part-Time <input type="checkbox"/>		
Mailing Address: <b>1200 Travis</b>							Title:		Summer <input type="checkbox"/>		
City & State/ZIP: <b>Houston, TX 77002</b>							Sergeant		Temp/Project <input type="checkbox"/>		
Employer Telephone No.:							Supervisor's Telephone No.:		Give average # of hours worked per week if part-time:0.00		
Starting Date			Leaving Date			Current/		Technical <input type="checkbox"/>			
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input checked="" type="checkbox"/>			
04	17	1989	06	22	1990			Supervisory/Managerial <input type="checkbox"/>			
							If supervisory, number of employees you supervised:		0		

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

- As a civilian jail attendant, responsible for processing prisoners received from patrol officers, including tasks such as intake, searching, inventory management of personal property, fingerprinting, housing, bonding and releasing, as well as transfers to Harris County Jail.

**Specific reason for leaving:** Resigned to work for Harris County Sheriff's Department / Career Advancement.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

Please check those that apply

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Simmons Steven Wayne 2. SOCIAL SECURITY NO. [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)

4. PLACE OF BIRTH (STATE) [REDACTED]

required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal

5. DRIVER'S LICENSE NO.: [REDACTED]

6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: \_\_\_\_\_

7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: [REDACTED]

8. May we contact your **present** employer for a reference? Yes ☐ No ☐ Not presently employed ☒

9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: \_\_\_\_\_

9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒

9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒

9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  
Yes ☐ No ☒

9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_

10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐

11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☐  
If no, are you exempt from registration? Yes ☐ No ☐ I am not a male, age 18-25 ☒

12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]

12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together. [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

12c. Do you have a current business partnership with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]

12e. Have you corresponded in the past year with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: \_\_\_\_\_
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☒ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: \_\_\_\_\_
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: \_\_\_\_\_  
b. Position or positions you held in the organization: \_\_\_\_\_  
c. Arrests and/or convictions resulting from your activities as a member: \_\_\_\_\_
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

**The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:**

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### Important Note

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

Continued on next page



## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: Steven Simmons

Date: June 17, 2025



## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).



For State Agency Use only

Applicant number \_\_\_\_\_

## APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number 16879170	2. Last Name (Type or Print) Simmons	First Steven	Middle Wayne
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5. Work Phone

6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input checked="" type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> Asian/Pac. P-Islander <input type="checkbox"/> Am. Ind I-Alaskan <input type="checkbox"/> O-Other
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9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	11. Orphan of veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. How did you first find out about this job

<input type="checkbox"/> 01 - Other State Employee	<input type="checkbox"/> 06 - Newspaper	<input type="checkbox"/> 11 - WorkinTexas.com
<input type="checkbox"/> 02- Job Fair	<input type="checkbox"/> 07 - College/University/Career Day	<input type="checkbox"/> 12 - Other (Specify)
<input type="checkbox"/> 03 - Professional Publication	<input type="checkbox"/> 08 - Human Resource/Personnel Office	
<input type="checkbox"/> 04 - Recruitment Poster	<input type="checkbox"/> 09 - Radio	
<input type="checkbox"/> 05 - Television	<input checked="" type="checkbox"/> 10- Agency Web Site- Internet	

X

Signature - Applicant

Date

**White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

AN EQUAL OPPORTUNITY EMPLOYER

# David SIPPIO

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RE: Executive Director

Dear Hiring Manager,

I am writing to express my keen interest in a Regional Operations Manager or similar leadership role within your organization. With over a decade of progressive experience driving strategic operations across public and private sectors—I have obtained my doctorate and I am looking to take on more responsibilities, coupled with my recent tenure as a high-impact executive coach—I am now poised to re-engage in a senior operational leadership position where I can directly influence enterprise performance, scalability, and efficiency.

In my role as Operations Manager for the Charleston Area Rapid Transit Authority, I directed a \$ 100 M+ budget, reduced operational costs by 25%, and improved service efficiency and compliance across multiple departments. I also achieved 100% customer satisfaction through precise reporting and reduced ticket escalations by 20% by enhancing internal processes and collaboration. Under my leadership, OSHA compliance was maintained at 98%, ensuring a safe and efficient workplace.

As Principal Consultant at Nu Thought Coaching and Consulting Group, I delivered targeted coaching and strategy support to over 120 executives and 30 + teams, improving leadership effectiveness scores by 40% and increasing goal attainment by 20%. I also revitalized a previously disengaged department, implementing transformational leadership strategies that earned the team the prestigious Meritorious Award and the Franklin Award for performance excellence.

I am confident that my background in building high-performing teams, optimizing systems, and driving sustainable growth makes me a strong candidate for this position. I welcome the opportunity to speak further about how I can contribute to your organization's continued success.

Thank you for your time and consideration. I look forward to connecting with you.

Sincerely,

David Sippio, Ph.D.  
Making a difference in leadership  
Inspire | Lead | Transform



# DAVID SIPPIO

**Strategic Operations Executive** with over 15 years of leadership experience across transportation, government, education, and consulting. Proven ability to lead enterprise-wide transformation, improve cross-functional performance, and deliver measurable results in complex, regulated environments. Built and scaled a coaching and consulting practice a focus on operational clarity, leadership development, and workplace optimization. Led multimillion-dollar transportation operations, achieving 20% revenue growth and a 25% reduction in overhead. Strengths include cross-cultural leadership, performance realignment, organizational change, and client-centered execution.

OPERATIONAL STRATEGY	BUSINESS & FINANCIAL MANAGEMENT	LEADERSHIP & EXECUTION
Strategic Operational Leadership	Budgeting & Forecasting	Strategic Planning
Operations Management & Execution	Supply Chain Management	Team Management
Process Optimization	Inventory Management	Performance Assessment
KPI Development	Vendor Engagement	Cross-Functional Collaboration
Technology Integration	Quality Control	Change Management

## PROFESSIONAL EXPERIENCE

NU THOUGHT COACHING & CONSULTING GROUP | Orlando, FL

Jan 2021 to Present

**Principal Consultant:** Strategically guide this professional services firm, which specializes in transformational leadership and executive growth engagements for small and mid-sized clients nationally. Built the practice from the ground up through personal outreach, referrals, and deep engagement with issues of emotional intelligence, performance alignment, and workplace dynamics. Deliver ICF-certified, evidence-based coaching to senior leaders across industries, spanning topics including operational clarity, workplace optimization, and toxic leadership avoidance.

- Grew the practice to \$85K in annual revenue at peak through client referrals, outreach, and consistent delivery of high-value coaching engagements.
- Provided strategic leadership engagements to 40+ executives and 15 cross-functional teams across healthcare, finance, education, and tech, supporting improved alignment, clarity, and leadership presence.
  - Boosted leadership competency ratings by 35% and interdepartmental collaboration by 28%.
- Supported a C-level client navigating executive dismissal due to bullying, applying trauma-informed coaching and leadership reframing strategies to restore confidence and support recovery.

CHARLESTON AREA RAPID TRANSIT AUTHORITY | Charleston, SC

Jan 2012 to Jan 2021

**Operations Manager:** Directed end-to-end transportation operations for a \$100M+ operations, with full accountability for budgeting, resource planning, and service execution across transportation, systems, and workforce infrastructure. Directed 8 cross-functional teams to elevate operational performance, drive fiscal discipline, and implement scalable solutions that aligned day-to-day execution with strategic growth.

- Slashed operational overhead by 25% without compromising service quality, through defining and instituting a series of cost-containment initiatives that improved enterprise efficiency.
- Elevated on-time performance metrics by 30% through redesign of dispatch protocols, improved staff communication, and tighter alignment between scheduling and field operations.
- Championed the launch of 3 new major systems platforms, training teams and driving adoption benchmarks that accelerated KPI achievement by 35%.

THE US DEPARTMENT OF STATE | FOREIGN SERVICE | Nairobi, Kenya

Jan 2008 to Jan 2012

**General Service Administrator (May 2010 to Jan 2012):** Promoted to turn around the shipping and receiving department, plagued by disconnected procedures and an underperforming team. Directed 2 supervisors and 45 staff across multiple sites, including a satellite facility, with full oversight of onboarding, logistics operations, and workflow optimization. Inherited a culture marked by mistrust, low morale, and inconsistent service delivery. Established trust through one-on-

one engagement, clarified performance expectations, and implemented a leadership approach rooted in accountability, transparency, and operational excellence.

- Co-developed and formalized a new departmental mission, vision, and goals in partnership with frontline staff, creating ownership, alignment, and stronger cultural cohesion.
- Elevated service levels from mid-80% to over 99% within six months by rebuilding team trust, clarifying performance standards, and aligning daily execution to measurable goals.

**Supervisor (Dec 2008 to Apr 2010):** Oversaw diplomatic, operational, and compliance-related logistics for inbound and outbound shipments for the US Consulate, coordinating with Nigerian customs, six port authorities, and international freight forwarding partners. Selected and trained vendors in accordance with US government procurement policies, resolved billing discrepancies, and led ethics and compliance initiatives. Directed a team of 10 staff while also managing stakeholder communications, financial oversight, and HR processes in a highly complex, cross-cultural environment.

- Increased service levels by 6-11% year-over-year by introducing new procedures, fostering team collaboration, and emphasizing accountability and customer service.
- Captured \$200K savings in 6 months by strengthening relationships with host government officials and successfully negotiating reductions in port-related charges.
- Slashed document processing delays to zero by implementing expedited workflows that ensured 100% of shipments were cleared within 24 hours of receipt.
- Received the Company Meritorious Award for exceptional departmental performance and for exceeding service-level and operational goals.

ADJUNCT EXPERIENCE

**SPELMAN COLLEGE | Atlanta, GA** **Feb 2022 to Dec 2024**

**Leadership Coach:** Provided end-to-end academic, career, and personal development support to 150+ students, fostering a high-performance culture grounded in mentorship, accountability, and real-world readiness. Ensured academic rigor and supervised students' Capstone projects, resulting in the cohort finishing in the top 5% of the class. Achieved a 70% internship placement rate with top-tier organizations.

SALES EXPERIENCE

Built a record of sales leadership across real estate, retail, and corporate sectors. At **Keller Williams Realty**, averaged 3-4 home sales per month with a \$350K price on average. Excelled at **7-Eleven** by leading regional sales for 2 quarters. District-wide success in promotional sales followed at **Rooms To Go**. Earlier roles at **Xerox** and **Coca-Cola** sharpened B2B sales expertise, account management, and revenue growth, culminating in measurable gains in market share.

EDUCATION

**DOCTOR OF PHILOSOPHY (PHD), Organizational Leadership | Chicago School of Professional Psychology** **Chicago, IL**  
**MASTER OF SCIENCE (MS) DEGREE, Psychology | University of Phoenix** **Phoenix, AZ**  
**BACHELOR OF SCIENCE (BS) DEGREE, Marketing | Hampton University** **Hampton, VA**

CERTIFICATIONS

Professional Certified Coach   International Coaching Federation	Jan 2023
Positive Intelligence Coaching   Shirzad Chamine	Jan 2022
TOPS (Teaching Online Pedagogy & Standards)   The Chicago School	Jan 2020
Preparing Future Professional Faculty   The Chicago School	Jan 2020
Public Speaking   Les Brown	Jan 2018





# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received \_\_\_\_\_

Time received \_\_\_\_\_

Received by \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME Sippio, David

(Last) (First) (Middle)

(Daytime Phone)

704.231.6560

(Work Phone, Optional)

(Street) (City) (State) (Zip) (Country)

E-MAIL ADDRESS

List any other names used if different from name on this application.

List exact title of position or type of work and location for which you wish to apply: Executive Director	Job Posting Number 032020	Closing Date July 9, 2025
List the state agency with which you wish to apply:	Do you have any relatives working for this agency? If so, list names and	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 0716/2025 Are you at least 17 years of age?

Are you willing to work hours other than 8-5? Yes ☒ No ☐

What days are you unable to work? Sunday

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time?

Current Driver's License # (if required for position)

Commercial Driver's License Yes ☒ No ☐

Geographic preference. (Be specific to city/area. If no preference, write "statewide.")

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION** (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Miami Killian Sr High Miami, Fla.

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities	Hampton University	8	1977	5	1981	5/1981		120	Bachelor	Marketing
Graduate Schools	University of Phoenix	1	2008	8	2010	8/2010		30	Masters	Psychology
	The Chicago School of Professional Psychology	8	2010	8	2015	8/2015		60	Doctorate	Organizational Leadership
Technical or Vocational Schools										



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Strategic Operational Leadership Budgeting & Forecasting Strategic Planning  
Operations Management & Execution Supply Chain Management Team Management  
Process Optimization Inventory Management Performance Assessment  
KPI Development Vendor Engagement Cross-Functional Collaboration

Approximately how many words per minute do you type? 25

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak? N/A

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) N/A

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

N/A

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒  
If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge N/A

Dates of Service (From/To): N/A

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To):

N/A

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE  
SIGNED**

SIGN HERE: **X**

7/7/2025

Signature – Applicant

Date



## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** Sippio, David

Last

First

Middle

Position Title: <b>Principal Consultant</b> Employer: <b>Nu Thought Coaching &amp; Consultant</b> Mailing Address: <b>629 Laurel Cove Ct Unit 102</b> City & State/ZIP: <b>Orlando, Fla 32825</b> Employer's Telephone No.: <b>704.231.6560</b>						Immediate Supervisor Name: <b>David Sippio</b> Title: _____ Supervisor's Telephone No.: _____ <b>Self Employed</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: _____	
Starting Date		Leaving Date		Current/	Technical				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial		
1	8	2021	6	30	2025	\$85000	Supervisory/Managerial	<input checked="" type="checkbox"/>	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <b>Strategically guide this professional services firm, which specializes in transformational leadership and executive growth engagements for small and mid-sized clients nationally. Built the practice from the ground up through personal outreach, referrals, and deep engagement with issues of emotional intelligence, performance alignment, and workplace dynamics. Deliver ICF-certified, evidence-based coaching to senior leaders across industries, spanning topics including operational clarity, workplace optimization, and toxic leadership avoidance.</b>  <b>Grew the practice to \$85K in annual revenue at peak through client referrals, outreach, and consistent delivery of high-value coaching engagements.</b> <b>Provided strategic leadership engagements to 40+ executives and 15 cross-functional teams across healthcare, finance, education, and tech, supporting improved alignment, clarity, and</b> <b>Specific reason for leaving: Relocation to Texas</b>									
Position Title: <b>Operations Manager</b> Employer: <b>CARTA</b> Mailing Address: <b>3664 Leeds Ave</b> City & State/ZIP: <b>Charleston, SC</b> Employer's Telephone No.: _____						Immediate Supervisor Name: <b>Patrice Miller</b> Title: <b>General Manager</b> Supervisor's Telephone No.: _____		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time: _____	
Starting Date		Leaving Date		Current/	Technical				
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial		
01	10	2012				\$	Supervisory/Managerial	<input type="checkbox"/>	
Summary of experience including special training/skills/qualifications you have used in the performance of this job: <b>Directed end-to-end transportation operations for a \$100M+ operation, with full accountability for budgeting, resource planning, and service execution across transportation, systems, and workforce infrastructure. Directed 8 cross-functional teams to elevate operational performance, drive fiscal discipline, and implement scalable solutions that aligned day-to-day execution with strategic growth.</b>  <b>Slashed operational overhead by 25% without compromising service quality, through defining and instituting a series of cost-containment initiatives that improved enterprise efficiency.</b> <b>1. Elevated on-time performance metrics by 30% through redesign of dispatch protocols, enhanced communications across all operational units, including dispatch and customer service, to improve service delivery.</b> <b>Specific reason for leaving: Take care of Aging parents/Now decease</b>									

Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:		General Service Officer Department of Foreign Service US Consulate/Embassy Lagos, Nigeria & Nairobi, Kenya 6144464753		Immediate Supervisor Name: Chinedum Onwuta Title: Payroll Manager Supervisor's Telephone No.:		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/>  Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input type="checkbox"/>	If supervisory, number of employees you supervised: 45	
Mo.	Day	Yr.	Mo.	Day	Yr.	\$	
<p>Summary of experience including special training/skills/qualifications you have used in the performance of this job:</p> <p>(May 2010 to Jan 2012): Promoted to turn around the shipping and receiving department, plagued by disconnected procedures and an underperforming team. Directed 2 supervisors and 45 staff across multiple sites, including a satellite facility, with full oversight of onboarding, logistics operations, and workflow optimization. Inherited a culture marked by mistrust, low morale, and inconsistent service delivery. Established trust through one-on-one engagement, clarified performance expectations, and implemented a leadership approach rooted in accountability, transparency, and operational excellence.</p> <p>Co-developed and formalized a new departmental mission, vision, and goals in partnership with frontline staff, creating ownership, alignment, and stronger cultural cohesion.</p> <p>Elevated service levels from mid-80% to over 99% within six months by rebuilding team trust, clarifying performance standards, and aligning daily execution to measurable goals.</p> <p>Supervisor (Dec 2008 to Apr 2010): Oversaw diplomatic, operational, and compliance-related logistics for inbound and outbound shipments for the US Consulate, coordinating with Nigerian customs, six port authorities, and international freight forwarding partners. Selected and trained vendors by US government procurement policies, resolved billing discrepancies, and led ethics</p> <p><b>Specific reason for leaving:</b> Return to the states</p>							
Position Title: Employer: Mailing Address: City & State/ZIP: Employer's Telephone No.:		Adjunct Leadership Coach Braven at Spelman College Spelman college 350 Spelman Lane Atlanta, GA 30314 470.231.7665		Immediate Supervisor Name: Kristin Tidwell Title: Executive Director Supervisor's Telephone No.:		Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input checked="" type="checkbox"/>  Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date		Current/ Final Salary	Technical <input type="checkbox"/> Non-managerial <input type="checkbox"/> Supervisory/Managerial <input checked="" type="checkbox"/>	If supervisory, number of employees you supervised: 12	
Mo.	Day	Yr.	Mo.	Day	Yr.	\$	
2	9	2022	12	10	2024	\$volunteer	
<p>Summary of experience including special training/skills/qualifications you have used in the performance of this job:</p> <p>Leadership Coach: Provided end-to-end academic, career, and personal development support to 150+ students, fostering a high-performance culture grounded in mentorship, accountability, and real-world readiness. Ensured academic rigor and supervised students' Capstone projects, resulting in the cohort finishing in the top 5% of the class. Achieved a 70% internship placement rate with top-tier organizations.</p> <p><b>Specific reason for leaving:</b> Major Surgery</p>							

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
EMPLOYMENT APPLICATION SUPPLEMENT**

**Please check those that apply**

- ☐ New Applicant  
☐ Former Employee  
☐ Veteran's Reinstatement  
☐ ERS Retiree

**INSTRUCTIONS:** All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B** or **PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website ([www.tdcj.texas.gov](http://www.tdcj.texas.gov)). Scroll down and select the appropriate link to download.

**NOTE TO APPLICANTS:** With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: Sippjo David 2. SOCIAL SECURITY NO.: [REDACTED]  
Last First Middle  
(As it appears on your Social Security Card)
3. DATE OF BIRTH: [REDACTED]  
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5. DRIVER'S LICENSE NO. [REDACTED]
6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes ☐ No ☒  
If yes, give unit(s)/department(s) and dates: N/A
7. Are you related to any employee of the TDCJ or member of the Texas Board of Criminal Justice? [REDACTED]  
If yes, list name, relationship and unit/department of assignment: [REDACTED]
8. May we contact your present employer for a reference? Yes ☐ No ☐ Not presently employed ☒
- 9a. Have you ever been fired from a job? Yes ☐ No ☒ Have you ever been asked to resign from a job? Yes ☐ No ☒  
If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason:  
N/A
- 9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes ☐ No ☒
- 9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes ☐ No ☒
- 9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?  
Yes ☐ No ☒
- 9e. Have you been involved in any substantiated incidents of sexual harassment? Yes ☐ No ☒  
If yes, please explain: N/A
10. Are you willing to work any day of the week required for the position for which you are applying? Yes ☒ No ☐
11. If you are a male, age 18 through 25, have you registered with the Selective Service? Yes ☐ No ☒  
If no, are you exempt from registration? Yes ☐ No ☒ I am not a male, age 18-25 ☒
- 12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse, or child) related to a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
name of the offender(s): [REDACTED]
- 12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ offender (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12c. Do you have a current business partnership or gang association with a current or former TDCJ offender (incarcerated or on parole)? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12d. Are you on a current TDCJ offender's visitation list? [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]
- 12e. Have you corresponded in the past year with a current TDCJ offender [REDACTED]  
If yes, provide the name of the offender(s): [REDACTED]



### Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

### IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th birthday if the final decision was made in juvenile court or under a youth offender law; (2) any conviction whose record was expunged under federal or state law; (3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)  
Yes ☐ No ☒ If yes, please explain: N/A
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes ☐ No ☒  
If yes, please explain: N/A
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes ☐ No ☒  
If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

**Please Note:** For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**), and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment
N/A	N/A	N/A	N/A	N/A	N/A

- 16a. If accepted for employment in a Correctional Officer, Peace Officer, or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes ☐ No ☐ Not Applicable ☐
- 16b. Are there any legal restrictions against you carrying a firearm? Yes ☐ No ☒ If yes, please explain: N/A
- 16c. If you are applying for employment under a federal employment authorization document (EAD), please provide the category code number that appears on your EAD (examples: A05, A12, C08, C09, C33, etc.): \_\_\_\_\_ Not Applicable ☒
17. Are you now or have you ever been a member of a street gang? Yes ☐ No ☒  
Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒  
If you answered yes to either of these questions, provide the following information:  
a. Name of the organization and dates of membership: N/A  
b. Position or positions you held in the organization: N/A  
c. Arrests and/or convictions resulting from your activities as a member: N/A
18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes ☐ No ☒ If yes, provide a description and location of those tattoos or markings: \_\_\_\_\_



## CONDITIONS OF EMPLOYMENT

### Minimum Standards for all Applicants

1. Must be a U.S. citizen or an immigrant with lawful status, who is authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

### Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 3 years
4. Never have been convicted of an offense that involved domestic violence
5. Not have been discharged from the Armed Forces under dishonorable conditions
6. Must pass the TDCJ pre-employment test and physical agility test

### **The Gun Control Act, 18 U.S.C. § 922(g), makes it unlawful for certain categories of persons to possess firearms or ammunition, to include a person:**

1. Who has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year;
2. Who is a fugitive from justice;
3. Who is an unlawful user of or addicted to any controlled substance (as defined in 21 U.S.C. § 802);
4. Who has been adjudicated as a mental defective or has been committed to a mental institution;
5. Who is an illegal alien;
6. Who has been discharged from the Armed Forces under dishonorable conditions;
7. Who has renounced his or her United States citizenship;
8. Who is subject to a court order restraining the person from harassing, stalking, or threatening an intimate partner or child of the intimate partner; or
9. Who has been convicted in any court of a misdemeanor crime of domestic violence.

### Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

#### **Important Note**

**For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.**

**Additional Standards for Non-Security Applicants** are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

### Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

### Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

### Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used, or cashed out consistent with TDCJ policy.

*Continued on next page*

## CONDITIONS OF EMPLOYMENT (Continued)

### Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

### Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

### Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

### Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or

relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation, and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation, and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

### Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

**CERTIFICATION:** I certify that my answers are true, complete, and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

**DUTY TO DISCLOSE:** I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: \_\_\_\_\_

Date: 7/7/2025

## REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. **DO NOT INCLUDE ORIGINALS.**

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: [http://www.archives.gov/research\\_room/vetrecs](http://www.archives.gov/research_room/vetrecs)
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date, and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

### NOTES:

1. Your original unexpired **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>032020</b>		2. Last Name (Type or Print)		First	Middle
		Sippio, David			
					5. Work Phone <b>704.231.6560</b>
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/>	7. Birth Date	8. Ethnic Origin <input type="checkbox"/> W-White <input checked="" type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races			
		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> <b>01</b> - Other State Employee | <input type="checkbox"/> <b>06</b> - Newspaper _____<br>Name of Newspaper | <input type="checkbox"/> <b>11</b> - WorkInTexas.com        |
| <input type="checkbox"/> <b>02</b> - Job Fair                        | <input type="checkbox"/> <b>07</b> - College/University Career Day        | <input type="checkbox"/> <b>12</b> - Other (specify): _____ |
| <input type="checkbox"/> <b>03</b> - Professional Publication        | <input type="checkbox"/> <b>08</b> - Human Resource/Personnel Office      |   |
| <input type="checkbox"/> <b>04</b> - Recruitment Poster              | <input type="checkbox"/> <b>09</b> - Radio                                |   |
| <input type="checkbox"/> <b>05</b> - Television                      | <input type="checkbox"/> <b>10</b> - Agency Web Site - Internet           |   |

**X**

7/7/2025

Signature – Applicant

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**



# Shimila A. Stewart, PhD

## EDUCATION

**Doctor of Philosophy** in Criminal Justice

Liberty University  
2022-2025

- [REDACTED]
- Dissertation: The Overrepresentation of Juveniles of Color in the Juvenile Justice System

**Master of Science** in Legal Administration

University of Denver  
2005-2010

**Bachelor of Arts** in Sociology

University of Colorado at Boulder  
2001-2005

## PROFESSIONAL AFFILIATIONS AND CERTIFICATIONS

**Alpha Phi Sigma**

Criminal Justice Honor Society

2024

**Omega Nu Lambda**

National Honor Society

2023

**Post BJCOT Certification**

PBJC080518S

## PROFESSIONAL EXPERIENCES

**Juvenile Probation Officer**

*Fulton County Juvenile Court*

2024-Present

- **Ensure strict compliance with court orders**, actively promoting rehabilitation and preventative measures for juvenile offenders.
- **Manage all aspects of juvenile court cases**, including scheduling, preparation, and presentation of cases in court.
- **Conduct thorough interviews** with youth offenders and their parents or guardians to gather essential information.
- **Monitor juvenile participation** in various programs, school activities, and community engagements to track progress.
- **Oversee and manage the court's juvenile case management system**, ensuring accurate data collection and record-keeping.
- **Develop and recommend appropriate incentives and sanctions** to encourage positive behavior and accountability.

**CSEC Response Team – Children's Advocacy Centers of Georgia | Metro Region**

2022 – 2023

*Regional Coordinator*

- **Spearheaded comprehensive case management** for individuals affected by trafficking, coordinating seamless support services and fostering a client-focused approach to guide survivors through recovery.
- **Directed and synchronized investigative services**, including overseeing forensic interviews and medical examinations. Played a pivotal role in **assembling critical evidence** to enhance understanding of trafficking cases and facilitate informed decision-making.
- **Diligently maintained detailed records**, meticulously documenting the progress and status of trafficking survivors. Implemented an efficient tracking system to optimize case management and provide accurate updates to stakeholders.

- **Actively participated in Multidisciplinary Team (MDT) meetings**, contributing valuable insights to collaborative planning sessions. Applied specialized assessment tools to discern instances of trafficking, aiding in the development of targeted and effective intervention plans.

**Cobb County Juvenile Court**  
***Juvenile Probation Officer***

2021 – 2021

- **Managed diverse responsibilities**, including meticulously monitoring offender caseloads and conducting thorough home, school, and office visits to ensure compliance with established guidelines.
- **Conducted in-depth research and drafted comprehensive chronological reports** detailing offender progress for court proceedings and treatment objectives, consistently adhering to stringent timelines.
- **Demonstrated strong communication and relationship-building skills** by conducting detailed interviews with offenders, gathering pertinent background information, and social history to inform comprehensive assessments.
- **Formulated and implemented individualized supervision plans** for juveniles, providing essential advice and support to both juveniles and their families. Tailored strategies to address specific needs and foster positive outcomes.

**Department of Family and Children Services – State Office Special Investigations Unit**

2015 – 2020

***District Manager***

- **Directed Special Investigations across four regions**, leading a team of Special Investigators and efficiently coordinating case assignments. Oversaw thorough reviews of Special Investigation intakes, approving timesheets and travel requests to ensure strict policy compliance.
- **Ensured adherence to organizational policies** by diligently reviewing staff activities, providing valuable input, and approving timesheets and travel arrangements within the Special Investigations unit.
- **Facilitated Special Investigation staffing calls and training sessions**, fostering collaboration with law enforcement and actively engaging in joint investigations with external stakeholders when necessary.
- **Contributed to the development of Special Investigations protocols**, demonstrating a proactive approach to refining investigative processes. Provided **exemplary customer service** to a diverse clientele, including individuals with mental health backgrounds.
- **Received comprehensive training in Special Investigations policies and procedures**, staying continuously informed about industry developments to support effective decision-making within the investigative unit.

**Department of Family and Children Services – Centralized Intake Call Center (40 hours a week)**

2014 – 2015

***Social Services Supervisor***

- **Guided and supported staff** in comprehensively educating clients about mental health conditions and treatment options, fostering a nuanced understanding of clients and their support systems.
- **Aligned unit goals with agency objectives**, meticulously regulating workloads and providing steadfast support for professional staff in skill enhancement and documentation practices.
- **emphasizing precision in data entry** for SHINES and case records.
- **Proactively engaged with internal and external stakeholders**, promptly addressing inquiries and concerns related to reports, and conducting thorough staffing calls on all cases to ensure optimal communication and resolution.
- **Facilitated unit meetings** to enhance team synergy and provided hands-on coaching for new staff.

**Department of Juvenile Justice – Youth Services International-Paulding RYDC Dallas, GA (40 hours a week)**  
 2011 – 2012

***Juvenile Detention Counselor***

- **Facilitated the enforcement of behavioral standards** by adeptly using negotiation and mediation techniques, effectively minimizing physical or verbal aggression among unruly juveniles.
- **Managed and documented incidents and behavioral observations**, collaborating with the director, senior staff, medical professionals, and other team members to comprehensively evaluate the needs of detained juveniles.
- **Spearheaded case management initiatives**, consistently delivering comprehensive monthly reports for detained juveniles within the assigned detention unit and surrounding areas.

- **Taught educational programs** including Life Skills, Victim Impact, Anger Management, and Substance Abuse Groups, contributing to the holistic development and rehabilitation of juveniles under supervision.

Department of Juvenile Justice – Youth Services International-Paulding RYDC Dallas, GA (40 hours a week)  
2011 –2011

*Lieutenant*

- **Collaborated with officers** to safeguard the well-being of staff, inmates, and the facility by implementing comprehensive safety and security measures.
- **Demonstrated effective supervision** of both youth and staff members.
- **Conducted routine facility patrols**, serving as a proactive security presence to deter criminal activity and enforce rule adherence, thereby enhancing overall safety.

## TEACHING EXPERIENCES

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### Tutor

2023-2025

Varsity Tutors

- **Guided students through research projects** across a variety of subjects, providing comprehensive advisement and fostering independent learning skills.
- **Delivered instruction for GED courses**, helping students build foundational knowledge and achieve their educational goals.
- **Developed and facilitated personalized tutoring sessions**, strategically designed to enhance student comprehension and academic performance in diverse coursework.

### Membership Intake Instructor

Sigma Gamma Rho Sorority, Inc.

2018-2024

- **Developed and delivered a comprehensive six-week membership intake curriculum** to college undergraduate initiates, fostering a deep understanding of the sorority's history, values, and traditions.
- **Assessed candidate comprehension and progress** through the administration and grading of quizzes and exams, ensuring adherence to organizational standards.
- **Mentored and guided prospective members**, providing constructive feedback and support to facilitate their successful integration into the sorority.
- **Instructed courses effectively in diverse learning environments**, including both in-person and virtual classroom settings on various college campuses.

## TECHNICAL SKILLS

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- |                           |                            |
|---------------------------|----------------------------|
| • Research Methodology    | • Client-Focused Approach  |
| • Data Analysis           | • Forensic Interviews      |
| • Experimental Design     | • Medical Examinations     |
| • Literature Review       | • Evidence Collection      |
| • Scholarly Communication | • Policy Compliance        |
| • Thesis Development      | • Team Leadership          |
| • Pedagogical Strategies  | • Training and Development |
| • Curriculum Design       | • Protocol Development     |
| • Educational Technology  | • Customer Service         |
| • Classroom Management    | • Thorough Investigations  |
| • Student Engagement      |                            |
| • Case Management         |                            |



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date Received \_\_\_\_\_  
Time Received \_\_\_\_\_  
Received By \_\_\_\_\_

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** Resumes will not be accepted in lieu of applications, unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

NAME STEWART SHIMILA [REDACTED]  
(Last) (First) (Middle) (Daytime Phone)  
MAILING ADDRESS [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]  
(State) (Zip) (Country) (Work Phone, Optional)  
E-MAIL ADDRESS [REDACTED]

List any other names used if different from name on this application. \_\_\_\_\_

List exact title of position or type of work and location for which you wish to apply: Executive Director - Texas Department of Criminal Justice	Job Posting Number 16879170	External Job #	Closing Date 07/12/2025
List the state agency with which you wish to apply: Texas Department of Criminal Justice	Do you have any relatives working for this agency? If so, list names and [REDACTED]		

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work?: Two weeks from job offer

Are you at least 17 years of age? Yes ☐ No ☒

Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? Sunday

Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 25%

Commercial Driver's License Yes ☐ No ☒

(State) (Number)

Geographic preference. (Be specific to city/area. If no preference, write "statewide.") statewide

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes ☐ No ☒

If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Downersgrove South

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		TO						
		Mo.	Yr.	Mo.	Yr.					
Graduate School	Liberty University /VA	5	2022			04/2025			Doctorate Degree	Criminal Justice
Graduate School	University of Denver /CO	8	2005			05/2010			Master's Degree	Legal Administration
Undergraduate College or University	University of Colorado-Boulder /CO	1	2001			05/2005			Bachelor's Degree	Sociology



## AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date Issued	Date Expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
Post BJCOT Certification			()	

**Special Training/Skills/Qualifications:** List all job related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

Approximately how many words per minute do you type?

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒

If yes, what language(s) do you speak?

How Fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒

If yes, which language(s) do you write?

Have you ever been employed by the State of Texas? Yes ☐ No ☒ Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

### FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18th birthday? Yes ☐ No ☒

If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

### MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☐ No ☒ If yes, list type of discharge:

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒

Are you a surviving orphan of a veteran? Yes ☐ No ☒

If yes, complete dates of service for veteran \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒

Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability? Yes ☐ No ☒

### PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED** SIGN HERE: **X**

Signature - Applicant

Date

# EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

**Name** STEWART SHIMILA  
(Last) (First) (Middle)

Position Title: <b>Juvenile Probation Officer</b>							Immediate Supervisor Name:			Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Fulton County Juvenile Court</b>							Eric Pope			Part-Time <input type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Atlanta, GA 30311</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical		Give average # of hours worked per week if part-time:0.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial			
04	24	2024	07	01	2025			Supervisory/Managerial <input type="checkbox"/>			
Employer Telephone No.:							If supervisory, number of employees you supervised:			0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Juvenile Probation Officer 2024-Present Fulton County Juvenile Court • Ensure strict compliance with court orders, actively promoting rehabilitation and preventative measures for juvenile offenders. • Manage all aspects of juvenile court cases, including scheduling, preparation, and presentation of cases in court. • Conduct thorough interviews with youth offenders and their parents or guardians to gather essential information. • Monitor juvenile participation in various programs, school activities, and community engagements to track progress. • Oversee and manage the court's juvenile case management system, ensuring accurate data collection and record-keeping. • Develop and recommend appropriate incentives and sanctions to encourage positive behavior and accountability.

**Specific reason for leaving:**

Position Title: <b>Tutor</b>							Immediate Supervisor Name:			Full-Time <input type="checkbox"/>	
Employer: <b>Varsity</b>							Contract Employee			Part-Time <input checked="" type="checkbox"/>	
Mailing Address:							Title:			Summer <input type="checkbox"/>	
City & State/ZIP: <b>Powder Springs, GA 30127</b>							Supervisor's Telephone No.:			Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical		Give average # of hours worked per week if part-time:20.00	
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial			
01	01	2023	12	31	2024	\$500.00		Supervisory/Managerial <input type="checkbox"/>			
Employer Telephone No.:							If supervisory, number of employees you supervised:			0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Tutor 2023-2025 Varsity Tutors • Guided students through research projects across a variety of subjects, providing comprehensive advisement and fostering independent learning skills. • Delivered instruction for GED courses, helping students build foundational knowledge and achieve their educational goals. • Developed and facilitated personalized tutoring sessions, strategically designed to enhance student comprehension and academic performance in diverse coursework.

**Specific reason for leaving:**

Position Title: <b>Regional Coordinator</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>CSEC Response Team - Children's Advocacy Centers of Georgia</b>							Kathleen Kennedy		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Marietta, GA 30165</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical		Give average # of hours worked per week if part-time:0.00
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input checked="" type="checkbox"/>		
01	01	2022	12	31	2023			Supervisory/Managerial <input type="checkbox"/>		
							If supervisory, number of employees you supervised:		0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
CSEC Response Team - Children's Advocacy Centers of Georgia | Metro Region 2022 - 2023 Regional Coordinator • Spearheaded comprehensive case management for individuals affected by trafficking, coordinating seamless support services and fostering a client-focused approach to guide survivors through recovery. • Directed and synchronized investigative services, including overseeing forensic interviews and medical examinations. Played a pivotal role in assembling critical evidence to enhance understanding of trafficking cases and facilitate informed decision-making. • Diligently maintained detailed records, meticulously documenting the progress and status of trafficking survivors. Implemented an efficient tracking system to optimize case management and provide accurate updates to stakeholders. • Actively participated in Multidisciplinary Team (MDT) meetings, contributing valuable insights to collaborative planning sessions. Applied specialized assessment tools to discern instances of trafficking, aiding in the development of targeted and effective intervention plans.

**Specific reason for leaving:**

Position Title: <b>Juvenile Probation Officer</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Cobb County Juvenile Court</b>							Bridget Jones		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Marietta, GA 30165</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical		Give average # of hours worked per week if part-time:0.00
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input checked="" type="checkbox"/>		
01	01	2021	12	31	2021			Supervisory/Managerial <input type="checkbox"/>		
							If supervisory, number of employees you supervised:		0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
Cobb County Juvenile Court 2021 - 2021 Juvenile Probation Officer • Managed diverse responsibilities, including meticulously monitoring offender caseloads and conducting thorough home, school, and office visits to ensure compliance with established guidelines. • Conducted in-depth research and drafted comprehensive chronological reports detailing offender progress for court proceedings and treatment objectives, consistently adhering to stringent timelines. • Demonstrated strong communication and relationship-building skills by conducting detailed interviews with offenders, gathering pertinent background information, and social history to inform comprehensive assessments. • Formulated and implemented individualized supervision plans for juveniles, providing essential advice and support to both juveniles and their families. Tailored strategies to address specific needs and foster positive outcomes.

**Specific reason for leaving:**

Position Title: <b>District Manager</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Department of Family and Children Services</b>							Melloney Claiborne		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Atlanta, GA 30303</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Starting Date			Leaving Date			Current/		Technical		Give average # of hours worked per week if part-time:0.00
Mo	Day	Yr	Mo	Day	Yr	Final Salary		Non-Managerial <input type="checkbox"/>		
01	01	2015	12	31	2020			Supervisory/Managerial <input checked="" type="checkbox"/>		
							If supervisory, number of employees you supervised:		10	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
Department of Family and Children Services - State Office Special Investigations Unit 2015 - 2020 District Manager • Directed Special Investigations across four regions, leading a team of Special Investigators and efficiently coordinating case assignments. Oversaw thorough reviews of Special Investigation intakes, approving timesheets and travel requests to ensure strict policy compliance. • Ensured adherence to organizational policies by diligently reviewing staff activities, providing valuable input, and approving timesheets and travel arrangements within the Special Investigations unit. • Facilitated Special Investigation staffing calls and training sessions, fostering collaboration with law enforcement and actively engaging in joint investigations with external stakeholders when necessary. • Contributed to the development of Special Investigations protocols, demonstrating a proactive approach to refining investigative processes. Provided exemplary customer service to a diverse clientele, including individuals with mental health backgrounds. • Received comprehensive training in Special Investigations policies and procedures, staying continuously informed about industry developments to support effective decision-making within the investigative unit.

**Specific reason for leaving:**

Position Title: <b>Social Services Supervisor</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Department of Family and Children Services - Centralized Intake Call Center</b>							Jessica Porter		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Atlanta, GA 30303</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Employer Telephone No.:									Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/	Technical			
Mo	Day	Yr	Mo	Day	Yr	Final Salary	Non-Managerial			
01	01	2014	01	01	2015		Supervisory/Managerial	<input checked="" type="checkbox"/>		
							If supervisory, number of employees you supervised:		5	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Department of Family and Children Services - Centralized Intake Call Center (40 hours a week) 2014 - 2015 Social Services Supervisor • Guided and supported staff in comprehensively educating clients about mental health conditions and treatment options, fostering a nuanced understanding of clients and their support systems. • Aligned unit goals with agency objectives, meticulously regulating workloads and providing steadfast support for professional staff in skill enhancement and documentation practices. • emphasizing precision in data entry for SHINES and case records. • Proactively engaged with internal and external stakeholders, promptly addressing inquiries and concerns related to reports, and conducting thorough staffing calls on all cases to ensure optimal communication and resolution. • Facilitated unit meetings to enhance team synergy and provided hands-on coaching for new staff.

**Specific reason for leaving:**

Position Title: <b>Juvenile Detention Counselor</b>							Immediate Supervisor Name:		Full-Time <input checked="" type="checkbox"/>	
Employer: <b>Department of Juvenile Justice - Youth Services International-Paulding RYDC</b>							Diana Hayes		Part-Time <input type="checkbox"/>	
Mailing Address:							Title:		Summer <input type="checkbox"/>	
City & State/ZIP: <b>Dallas, GA 30153</b>							Supervisor's Telephone No.:		Temp/Project <input type="checkbox"/>	
Employer Telephone No.:									Give average # of hours worked per week if part-time:0.00	
Starting Date			Leaving Date			Current/	Technical			
Mo	Day	Yr	Mo	Day	Yr	Final Salary	Non-Managerial	<input checked="" type="checkbox"/>		
01	01	2011	12	31	2012		Supervisory/Managerial	<input type="checkbox"/>		
							If supervisory, number of employees you supervised:		0	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:  
 Department of Juvenile Justice - Youth Services International-Paulding RYDC Dallas, GA (40 hours a week) 2011 - 2012 Juvenile Detention Counselor • Facilitated the enforcement of behavioral standards by adeptly using negotiation and mediation techniques, effectively minimizing physical or verbal aggression among unruly juveniles. • Managed and documented incidents and behavioral observations, collaborating with the director, senior staff, medical professionals, and other team members to comprehensively evaluate the needs of detained juveniles. • Spearheaded case management initiatives, consistently delivering comprehensive monthly reports for detained juveniles within the assigned detention unit and surrounding areas. • Taught educational programs including Life Skills, Victim Impact, Anger Management, and Substance Abuse Groups, contributing to the holistic development and rehabilitation of juveniles under supervision.

**Specific reason for leaving:**



For State Agency Use only

Applicant number \_\_\_\_\_

## APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number 16879170		2. Last Name (Type or Print) STEWART		First SHIMILA		Middle	
3. Address [REDACTED]		City [REDACTED]	State [REDACTED]	Zip Code [REDACTED]	4. Daytime Phone [REDACTED]		5. Work Phone
6. Sex <input type="checkbox"/> M-Male <input checked="" type="checkbox"/> F-Female	7. Birth Date [REDACTED]	8. Ethnic Origin <input type="checkbox"/> White <input checked="" type="checkbox"/> Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> Asian/Pac. P-Islander <input type="checkbox"/> Am. Ind I-Alaskan <input type="checkbox"/> O-Other					
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

15. How did you first find out about this job

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 01 - Other State Employee     | <input type="checkbox"/> 06 - Newspaper                       | <input checked="" type="checkbox"/> 11 - WorkinTexas.com |
| <input type="checkbox"/> 02- Job Fair                  | <input type="checkbox"/> 07 - College/University/Career Day   | <input type="checkbox"/> 12 - Other (Specify)            |
| <input type="checkbox"/> 03 - Professional Publication | <input type="checkbox"/> 08 - Human Resource/Personnel Office |  |
| <input type="checkbox"/> 04 - Recruitment Poster       | <input type="checkbox"/> 09 - Radio                           |  |
| <input type="checkbox"/> 05 - Television               | <input type="checkbox"/> 10- Agency Web Site- Internet        |  |

X

\_\_\_\_\_  
Signature - Applicant

\_\_\_\_\_  
Date

**White (Not of Hispanic origin)** – All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Black (Not of Hispanic origin)** – All persons having origins in any of the Black racial groups of Africa.

**Hispanic** – All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander** – All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

**American Indian or Alaskan Native** – All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**AN EQUAL OPPORTUNITY EMPLOYER**

# Alonzo Eduardo Torres

## Career Goals

I plan to have some type of certification in the field of trade. I want to be able to have a lasting career that also has room for improvements as well as being able to have future promotions

## Personal Profile

I am a hard working individual that is always open to gaining new knowledge. I speak both Spanish and English, and am always looking to improve in whatever aspect is needed. I work well with others and have no problem working by myself. I am efficient with time management as well as working under pressure. I am no stranger to hard work, for I have been doing manual labor since I was 12 as a laborer in the concrete industry with my father. I have some experience in the electrical field and with that I am hoping to gain a job that can also help me get my electrician certification. I have my OSHA 30 certification as well as being skid steer certified at my previous job.

## Skill summary

- Good work ethic
- Works well with others
- Bilingual
- Fast learner

## Certifications .etc

Arc welding certificate-

Achieved through AG class in high school

Mig welding certificate-

Achieved through Ag class in high school

Electrician Apprenticeship 2nd year-

Achieved through my previous jobs as commercial electrician and with PRIMORIS solar company [REDACTED]

OSHA 30 certification

Skid Steer Certified-

Achieved through previous job at PRIMORIS

## Work history

### Concrete work

Name- Concrete By Jason

Based out of Winnsboro Tx

Summer job working with my dad throughout my younger years and high school.

### Electrician work

Name- Wire Doctor

Based out of Sulphur Springs Tx

Started May of 2023 till December 15

### Solar work

Name-PRIMORIS

Currently -skid steer operator for electrical, but have been the lead for the following roles. Have knowledge of the electrical plans as well.

Tasks Done- LBD (container box)Install, Cable tray,Cab Line Install, BLA (above ground) DCInstall, Underground DC install, Skid Steer operator for electrical



## **Profile**

With over 30 years in law enforcement, I am a proven, mission and goal-oriented leader who exemplifies the cornerstones of leadership, integrity, loyalty, commitment, and unselfishness. Dedicated to training staff and developing best practice concepts and cultivating a highly successful operation, focusing on the safety/security and relentless training of staff, inmate accountability, communication, and reentry initiatives. I demonstrate keen insight of how to lead people through organizational change. I am highly skilled in managing correctional institutions, disruptive gangs and crisis situations. This is derived from working in over 15 different federal, state, city and private institutions, with some of those duty stations housing the most sophisticated, difficult and complex maximum-security inmates in the nation.

## **Experience**

### **Deputy Commissioner, Alabama Department of Corrections: 10/23 – Present**

As the Deputy Commissioner of Operations and New Prison Construction within the Alabama Department of Corrections (ADOC). I provide leadership and direction of the daily operations of the state's 23 male prisons that employ more than 1,700 security staff and an inmate population of approximately 18,600. The ADOC's facility levels are from Community Based Facilities to High Security Closed include housing for those sentenced to death within the state of Alabama.

I provide direct oversight for the design, build construction and transition for the new 4000 bed Elmore Specialized Men's Facility with an expenditure of \$1.082 billion located in Elmore County AL. I capture the strategic leadership, and organizational goals of the ADOC's new prison construction as outlined in legislation, internal, and external stakeholders in the areas of Fiscal, Budgeting, Contracts and Procurement, Project Management, organizational strategic planning, and staffing. This includes strategic planning, goal setting, program outcomes, and performance measurement for ADOC correctional operations. I develop tools and systems to provide critical operational information to the Commissioner, as well as implement actions related to strategic direction for these functions. I have extensive cross-group coordination, collaboration, innovation, and excellent communication skills.

### **Assistant Commissioner of Operations, New York City Department of Corrections: 04/2023 – 10/2023**

As the Assistant Commissioner of Operations, I partner with and assist departmental Correctional Wardens in monitoring all aspects of facility operations. I report to the Associate Commissioner of Operations and collaborate with the facility Wardens and correctional staff to ensure that daily facility operations are managed in accordance with department policy and practices. I am also responsible for monitoring and working with the Correctional Wardens to ensure that jail operations remain compliant with all legal mandates, court orders, federal/state/city and local regulations; establish and maintain cooperative working relationships



across the senior leadership team, oversight agencies, public agencies, community and professional groups and correctional employees; analyze situations accurately and recommend effective solutions to leadership; assist with the training and motivation of staff to achieve maximum effectiveness; and analyze data to help isolate potential trends for leadership consideration. Furthermore, I research, review, and recommend correctional best practices; and perform other related duties as assigned.

**Facility Director, Robert A. Deyton, GEO Group: 06//2022 – 04/2023**

I managed a staff complement of 196 employees. Robert A. Deyton is a 768 maximum capacity United States Marshal Detention facility in Lovejoy GA. I worked cooperatively with regional and local management to develop and attain the goals and objectives of the facility scope defined by the client agency. I also have budgetary responsibility for all facility expenses.

**Assistant Deputy Commissioner, Alabama Department of Corrections: 09/2020 – 06/2022**

As the Assistant Deputy Commissioner of Operations, I oversee the daily operations of the state's 23 male prisons that employ more than 1,700 security staff and an inmate population of approximately 18,600.

**Warden, Florida Department of Corrections: 02/2020 - 08/2020**

Chief Executive Officer of a Correctional Institution with full administrative rights to hire, dismiss, discipline, manage institutional budget and develop policy. Manages over 300 staff and 1100 inmates in a medium security correctional institution.

**Superintendent, West Virginia Division of Corrections and Rehabilitation:  
12/2018 - 01/2020**

As the Superintendent of the South-Central Regional Jail and Correctional Facility, I oversee and direct jail operations, including supervising personnel, inmates, security, safety, food and health services, and visitation procedures. We also maintain the state of West Virginia's only Forensic Unit. Other aspects of my responsibilities include managing budgets and expenditures, overseeing work release and educational programs, maintaining records, investigating incidents and filing reports. Furthermore, I establish effective management procedures and policies; interviewing and hiring corrections officers, administrative staff and maintenance personnel; interacting with federal, state and local agencies to coordinate inmate services; and reducing the facility's exposure to liability

**Assistant Warden Security, GEO Group: 07/2018 - 11/2018**

As the Assistant warden of Security, I was responsible for the direction, management, implementation, and ongoing development of security and control operational procedures and policies for the facility. Assists management in the overall administration of the facility. I work to meet the needs of the company and client agency by making improvement efficiencies without compromise to the safety and security of both the client population and staff employees. My more specific duties included: Directs security department functions, activities and supervision of security personnel, directly responsible for the performance control activities of the operations and safety sections. Ensures that adequate procedures, post orders, staff training methods,



equipment and space are established in all operations of the security department to ensure safety and security of staff, visitors, inmates and facility. Prepares departmental progress reports and other miscellaneous reports as requested by management. Reviews activities of the operations departments to determine progress toward stated goals and objectives. Monitors staff operational effectiveness and conducts regular physical inspections of the facility to ensure compliance with policies and procedures. Directs the work of other employees. This includes the selection, hiring, evaluating job performance, employee training/development, promoting and any disciplinary action, including termination. Assists management in the establishment of long-range plans and corresponding schedules to achieve facility goals and objectives.

**Director of Correctional Standards Review, New York City Department of Correction:**  
03/2016 – 04/2018

The Department manages 11 inmate facilities, 8 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The Department processed an average of 49,000 admissions and managed an average daily inmate population of approximately 9,000 inmates.

As the Director of Correctional Standards/Senior Correctional Administrator for the New York City Department of Correction (DOC), I partner with Chiefs, Bureau Chiefs, and designated Assistant Chiefs to monitor, train, and ensure that the proper enforcement of all aspects of DOC operations within their assigned and designated facilities. I collaborate with Senior DOC Executive staff to ensure that facility leadership and staff, to include Wardens, Deputy Wardens, Assistant Deputy Wardens, and Captains, closely adhere to safe and secure operational practices within their assigned facilities. I am also responsible for monitoring, enforcing, and developing processes to measure and evaluate all aspects of jail operation in compliance with city, state and local regulations. Working closely with the Executive Team, I develop plans of action to address any and all areas of deficiencies while reporting directly to the Senior Executive staff. This includes analyzing data, identifying trends, establishing appropriate timelines, and monitoring progress. I specifically make recommendations and document observations on whether tasks and duties outlined within agreed upon plans of action have been satisfactorily performed, reporting such findings and adherence to the Commissioner, Chief of Department, and Bureau Chief of Facility Operations. I am further responsible for establishing operational/correctional practices topics for facilities to focus on, with related schedules and metrics to ensure that duties and expectations are properly met in a timely manner. I research, review and recommend correctional best practices to the Commissioner, Senior Executive Staff and Wardens.

**Warden:** 01/2015 to 02/2016 (**RETIRED**) Federal Correctional Institution Gilmer, Glenville, WV

Responsible for a \$37 million dollar budget, over 1200 inmates from minimum to medium/high security with approximately 320 staff managing the most sophisticated, violent, aggressive, and escape prone inmates in the agency, including a number with national security implications. I have enhanced security upgrades at FCI Gilmer by installing state of the art camera system,



hardening the unit showers, installed metal detectors on the recreation yard, and created a non-contact visiting room. I have also reduced the Correctional Services overtime expenditures by 28 percent. This was due to an increased emphasis on proper roster management and allocation of available resources. I have led FCI Gilmer through numerous Program Reviews and outside agency audits with outstanding results. The FCI Gilmer Education Department has developed a working relationship with Glenville State College that allows us to offer college classes to the inmate population. College level professors from Glenville State volunteer to come into the institution and provide the inmates with actual classroom instruction. The GSC program offers the inmates at FCI Gilmer the opportunity to acquire an associate's degree in business. In August 2015, 35 inmates graduated with associate's degrees in business and accounting.

**Warden:** 05/2013 to 01/2015 – Federal Correctional Institution Terminal Island, CA

As the Warden and CEO, I exercise responsibility for the control of a \$39.9 million dollar institution appropriation to effectively operate the institution. FCI Terminal Island is a Low/Medium Security institution with a complex medical and mental health care level three mission. The Health Services budget alone is 10.6 million dollars. I wanted to reduce the overtime by 25% at the close of FY 13. I assembled an Overtime Review Team to conduct a comprehensive assessment of the outside medical overtime expenditures. The results of the comprehensive review were astounding. It was discovered that the overtime expenditures were related to four distinct categories: (1) poor roster management (2) need for a more efficient healthcare provider for the scheduling of appointments (3) better utilization of the Short Stay Unit and (4) Utilization of a Contract Guard Service to provide security for minimum security inmates. An action plan was created that reduced overtime expenditures by 43% (\$759,00) from FY 12 to FY 13. The Correctional Services overtime expenditures for FY 12 was \$81,800. My goal was to reduce the Correctional Services overtime by 10% at the close of FY 13. By utilizing the same assessment principals, the Correctional services overtime was reduced by 15% (\$12,000) from FY 12 to FY 13.

**Associate Warden:** 10/2011 to 05/2013 - Federal Correctional Complex, Terre Haute, IN

As an Associate Warden of Programs at the Complex, I was responsible for the oversight of Correctional Programs which included: Unit Management, Communications Management Unit (CMU), Special Confinement Unit (SCU, Death Row), Correctional Systems, and Psychology. I supervised approximately 150 staff and 1600 inmates. The (CMU) housed approximately 40 inmates requiring enhanced communication monitoring due to potential threat to national security. I also supervised specialized programs such as Steps Toward Awareness Growth and Emotional Strength (STAGES) program, Drug Abuse Program (DAP) and, most recently, a highly sought after Residential Drug Abuse Program (RDAP).

As the Associate Warden and Chairperson for the Affirmative Employment committee at FCC Terre Haute, I was proactive and innovative in recruiting for FCC Terre Haute. Being a veteran of the United States Air Force, I wanted to assist our Service men and women in finding employment within the Bureau of Prisons. On January 9, 2012, I displayed my passion for recruiting and wanting to support our Armed Forces personnel which are returning from deployment overseas supporting our Country. I envisioned conducting a Job Fair for these men



and women. I quickly realized this event would benefit FCC Terre Haute, but I identified a larger need, the troops themselves.

In preparing for this event, I mobilized several local Federal agencies to include the Veterans Administration Clinic, Work One Terre Haute, Work One Linton, National Cemetery Administration, and the Small Business Administration. I had fliers sent to every reserve unit in Indiana, as well as several in Illinois. I coordinated two visits to the local Reserve Unit to speak to two different groups of soldiers.

I contacted the Human Resources Department and arranged for staff to be present in assisting with the USAJOBS application process. In addition, I included three other institutions (USP Marion, FCI Greenville, and FCI Pekin) and their recruiters. One institution has contacted her for assistance with conducting a local job fair at their institution. Through my efforts publicizing the event, a representative from Senator Richard Lugar's office contacted me and requested to attend, as well as a college in Nebraska. As I was coordinating this enormous event, I realized that even more could be done to help our troops. I coordinated with our Computer Services to have a WIFI hotspot created so prospective applicants could enhance their resumes. This allowed us to have five computers and scanners available, enabling the applicants to apply and scan their documents at the time which they attended the job fair. Due to my efforts in building coalitions and the months of preparation leading up to the event, 83 service men and women were introduced to the Bureau of Prisons.

**Associate Warden:** 05/2009 to 10/2011 – Metropolitan Detention Center Brooklyn, NY

As Associate Warden at the Metropolitan Correctional Center Brooklyn, I was the Chief Advisor to the CEO. I was responsible for providing direction and leadership to the budget planning formulation, management of financial and trust fund resources and providing the leadership and direction over procurement and property management for the institution. I gained extensive knowledge and experience in managing financial, human and informational resources. I exercise control and supervision of numerous aspects of the institution's functions such as programs, operations, medical, mental health, clinical programs, custody, transportation, industries and education. I am responsible for managing and providing oversight for the following departments and their operation budgets: Facilities \$4.3 million, Food Service \$2.8 million, and Health Services \$1.5 million.

**Correctional Services Administrator, Regional:** 05/2007 to 05/2009 – North Central Regional Office, Kansas City, KS

As the Regional Correctional Services Administrator for the North Central Region, I had extensive knowledge in all aspects of correctional security matters. I provided direct leadership and oversight to 19 institutions. This included two complexes, one Administrative Maximum (Super Max) two high security institutions, two Communication Management Units (CMU confines inmates that require intense monitoring of their communications), the Special Confinement Unit (Death Row), and one Medical Center. The remaining institutions were



medium, low and minimum-security institutions. I demonstrated flexibility, creativity, and considerable management expertise in managing all the regional correctional services functions and activities. I was responsible for the overall mission of the Correctional Services departments in the region. I planned, coordinated and executed a highly successful Crisis Management Training (CMT) for approximately 500 staff from various agencies.

As the Regional Correctional Services Administrator for the North Central Region, I had extensive knowledge in all aspects of correctional security matters. I provided direct leadership and oversight to 19 institutions. This included two complexes, one Administrative Maximum (Super Max) two high security institutions, two Communication Management Units, the Special Confinement Unit (Death Row), and one Medical Center. The remaining institutions were medium, low and minimum-security institutions. I demonstrated flexibility, creativity, and considerable management expertise in managing all the regional correctional services functions and activities. In doing so, I promoted the philosophy and goals of the Bureau of Prisons.

When I assumed the duty as Correctional Services Administrator, the use of overtime within the North Central Regions 19 institutions was alarming. I took the lead in redefining the goals and expectations of correctional services overtime within the region. I worked diligently with the 19 institutional Chief Correctional Supervisors (Captains) locating the root cause of their overtime usage. I created and developed an outline for the tracking of institutional overtime. I held video conferences, teleconferences and conducted on-site visits to mentor, and teach the chief correctional supervisors in the proper allocation of staff and resources as it pertained to their custodial workforce. I also, had each Captain send me their daily roster each day detailing the use and assignment of staff. If there were any discrepancies noted, I requested a detailed explanation and corrective action plan to alleviate the problem.

I implemented an aggressive Resource Analysis and Reduction Team with my staff within the regional office. I assigned staff to monitor and conduct a daily overtime analysis of each institution within the region. The analysis would entail a comprehensive audit of all available resources; to include, Correctional Services staffing complement, assigned post, sick and annual staff available, annual leave slots, special assignments, military leave, sick leave, and details for training. Once the institutional analysis was complete, the information was compiled and forwarded to me for final review and disposition. I would contact the respective institutional Chief Correctional Supervisor to discuss the results and present viable options to reduce the overtime expenditures.

My actions to formulate an aggressive overtime analysis and review of the daily occurrences of overtime significantly reduced overtime expenditures within the North Central Region by 25 percent saving the agency 4.5 million of dollars.



**Captain:** 02/2003 to 05/2007, FCI Cumberland, MD; USP Lee, VA

As Captain, it is my responsibility to manage, plan, direct and administer Correctional Services Programs at a High Security United States Penitentiary. I integrate correctional operations with other departments in the custody, care, treatment and training of federal offenders. I serve as the resident expert on all custodial and security questions arising at USP Lee County. I am charged with full and final technical responsibility when problems occur during any given shift. I must use tact and diplomacy to assure that custody and security needs are known and supported by all institution staff. I serve as an advisor to the Warden and his staff in the formulation and implementation of institution policies, procedures and programs. As an advisor, my influence is reflected in all areas of institution management. I must integrate these policies and procedures into the overall operations of the facility as well as the correctional department, and keep management advised of activities effecting institution programs. I provide technical and administrative supervision to several staff, to include one GS-12 Special Investigative Agent, one GS-12 Emergency Preparedness Officer, 15 Lieutenants at the GS-9 and GS-11 levels and 200 Correctional Officers at the GS-5 through GS-8 levels. As Captain, I develop and maintain Institution Emergency Plans to include riots, escapes, bomb threats, hostage situations, adverse weather, fire plans, internal searches, institution evacuations, and food strikes. I also develop and maintain emergency procedures to be implemented during periods of poor visibility due to fog, snowstorms, etc. I am responsible for providing training for all employees pertaining to their responsibilities and conduct during these types of emergencies. I have implemented a security inspection system which provides for a complete inspection of windows, bars, and emergency entrances, etc., to improve institution security. I am also responsible for keeping all employees and supervisors aware of security matters that affect them. This may be accomplished through prepared formal and follow-up actions, as well as informal discussions at various meetings.

**Lieutenant:** 09/2000 to 02/2003, FCI Ray Brook, NY

As a Lieutenant at FCI Ray Brook, I was involved in a pilot program called Neutral Ground. This program was designed to integrate rival Security Threat Groups of the Texas Syndicate, Border Brothers, and Surenos into the general population at this facility. The program was instituted at this facility in August of 2002. Since this time frame, we successfully managed to place these inmates into the general population without any repercussions. The success of this program was based on identifying and monitoring these individuals, to ensure they do not become embroiled in matters with other gang members that would eventually result in a riotous situation. As a Special Operations Response team Leader and Operations Lieutenant, I monitor these individuals daily to ensure the aforementioned issues do not arise. It has been necessary for me to counsel some of these individuals on a regular basis, to resolve issues between them. The proper management of these individuals daily is paramount, and the program could not work without daily interaction as previously mentioned. I am aware of the predatory nature of these prison gangs, and I feel that my direct intervention, mediating and conciliating between them, has prevented major incidents from occurring between these groups.

**Senior Officer Specialist:** 05/1998 to 09/2000, FCI Edgefield, SC

Training newly assigned correctional officers and managing inmate work details.



**Correctional Officer:** 09/1995 to 05/1998, FCI Ray Brook, NY

Supervise inmates in housing units and work details.

**Airman to Staff Sergeant, Security Police:** 10/1985 to 11/1994 United States Air Force – Plattsburg AFB, NY and Howard AFB, Panama

Responsible for protecting, defending U.S. Air Force installations, assets and coalition mission success. I was not only responsible to enforce installation law and discipline enforcement, but also base defense and ground combat.

**Education:** Community College of the Air Force

**Job Related Training:** 10/08/2014 EDM-0090-BXX Mentor Familiarization -BOP  
 07/14/2010 EXD-0040-VSX Developing the Strategic Leader, Supv (Center for Creative Leadership) -Vendor  
 02/22/2010 PSY-5040-BXX CDEV - Psychology Services (Cross Dvlp) -BOP  
 02/18/2010 ADM-5040-BXX CDEV - Financial Management (Cross Dvlp) -BOP  
 01/15/2010 EDU-5010-BXX CDEV - Education (Cross Dvlp) -BOP  
 12/30/2009 CCM-5010-BXX CDEV - Community Corrections (Cross Dvlp) -BOP  
 12/28/2009 CPG-5040-BXX CDEV - Female Offenders, Working with Female Offenders (Cross Dvlp) -BOP  
 12/14/2009 HSD-5040-BXX CDEV - Health Services (Cross Dvlp) -BOP  
 12/14/2009 CPG-5010-BXX CDEV - Case Management (Cross Dvlp) -BOP  
 12/11/2009 RLG-5050-BXX CDEV - Religious Services (Cross Dvlp) -BOP  
 12/11/2009 CSV-5020-BXX CDEV - Correctional Services (Cross Dvlp) -BOP  
 05/22/2008 EXS-0090-GSE Leadership Potential Seminar, Supv -GOV  
 05/03/2007 CSV-0662-BXX NIMS, Incident Command System for Command & General Staff, Advanced ICS-400 -BOP  
 05/02/2007 CSV-0661-BXX NIMS, Expanding Incidents for Operational First Resp, Intermediate, ICS-300 -BOP  
 09/22/2006 CSV-5091-GXX National Response Plan (NRP), Introduction (FEMA IS-800) -GOV  
 09/22/2006 CSV-5089-GXX National Incident Management System (NIMS), Introduction (FEMA IS-700) -GOV  
 09/22/2006 CSV-5083-GXX Emergency Manager: Orientation (FEMA IS-1) -GOV  
 09/22/2006 CSV-5088-GXX Continuity of Operations (COOP), Introduction (FEMA IS-547) -GOV  
 09/22/2006 CSV-5081-GXX Continuity of Operations (COOP) Awareness (FEMA IS-546) -GOV  
 09/21/2006 CSV-5092-GXX Incident Command System (ICS), Introduction (FEMA IS-100) -GOV  
 09/19/2005 CSV-0250-BXX Correctional Services, National -BOP  
 05/04/2005 EDM-0090-BXX Mentor Familiarization -BOP  
 04/09/2004 HRM-0080-BXX Civil Treatment for Managers -BOP

04/09/2004 HRM-0110-BSX Principles of Leadership Phase II -BOP

12/10/2003 PRD-5010-BXX CDEV - Program Review (Cross Dvlp) -BOP

05/25/2001 HRM-0660-BSX Principles of Leadership Phase I -BOP

06/18/1998 HRM-5050-BXX CDEV - Human Resource Management (Cross Dvlp) -BOP *FEMA*



## References

Jefferson S, Dunn, Former Commissioner Alabama Dept of Corrections, Colonel USAF (Retired)

[REDACTED]

Mark Fassl, Former Inspector General Alabama Dept of Corrections Colonel US Army (Retired)

[REDACTED]

Betsy Jividen, Commissioner, West Virginia Division of Corrections

[REDACTED]

[REDACTED]

Chris Brannon, Chief of Intelligence & Analytical Support Florida Dept of Corrections

[REDACTED]

Ronnie Thompson, Superintendent, West Virginis Division of Corrections

[REDACTED]

[REDACTED]



# THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

For State Agency Use Only

Date received	_____
Time received	_____
Received by	_____

Job Applicant No. \_\_\_\_\_

**PRINT IN BLACK INK OR TYPE.** These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave questions blank.** Be sure to sign when completed. The State of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. You may make copies of this application and enter different position titles, but **each copy must be signed.** **Resumes will not be accepted in lieu of applications,** unless specifically stated in the job vacancy notice. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 558.004.)

NAME Williams Charles \_\_\_\_\_  
(Last) (First) (Middle)  
MAILING ADDRESS \_\_\_\_\_ (Daytime Phone) Same  
E-MAIL ADDRESS \_\_\_\_\_ (Work Phone, Optional) \_\_\_\_\_

List any other names used if different from name on this application. N/A

List exact title of position or type of work and location for which you wish to apply: <u>Executive Director, Texas Department of Criminal Justice</u>	Job Posting Number <u>16879170</u>	Closing Date <u>07/12/2025</u>
List the state agency with which you wish to apply: <u>Texas Department of Criminal Justice</u>	Do you have any relatives working for this agency? If so, list names and relationships: _____	

Full-Time ☒ Part-Time ☐ Summer ☐ Temp/Project ☐ Date available for work? 08/01/2025 Are you at least 17 years of age? ☒  
Are you willing to work hours other than 8-5? Yes ☐ No ☒ What days are you unable to work? N/A  
Are you willing to travel? Yes ☒ No ☐ If yes, what percent of time? 25  
Current Driver's License # (if required for position) \_\_\_\_\_ Commercial Driver's License Yes ☐ No ☒  
Geographic preference. (Be specific to city/area. If no preference, write "statewide.") Austin/Huntsville

**Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge?** Yes ☐ No ☒ If your answer is "Yes," explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not disqualify you, but a false statement will. Note: Some state agencies may require additional information related to convictions of misdemeanors.

**EDUCATION (NOTE: Applicants may be required to provide proof of diploma, degree, transcripts, licenses, certifications, and registrations.)**

High School Graduate or GED? Yes ☒ No ☐ If yes, name and location of high school or GED institute: Laurens High School, SC

Type of School	Name and Location of School	Dates Attended				Date Graduated	Expected Graduation Date	Sem/Clock Hours Completed	Type of Diploma or Degree	Major/Minor Fields of Study
		From		To						
		Mo.	Yr.	Mo.	Yr.					
Undergraduate Colleges or Universities										
Graduate Schools										
Technical or Vocational Schools										

# AN EQUAL OPPORTUNITY EMPLOYER

If a license, certificate, or other authorization is required or related to the position for which you are applying, complete the following:

LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.

**Special Training/Skills/Qualifications:** List all job-related training or skills you possess and machines or office equipment you can use, such as calculators, printing or graphics equipment, computer equipment, types of software and hardware. (Attach additional page, if necessary.)

FEMA-100, 200, 546,547

NIMS- 700, 800

ICS-300,400

Approximately how many words per minute do you type? 40

Sign Language (If required for this position) Yes ☐ No ☒

Are you a certified interpreter? Yes ☐ No ☒

Do you speak a language other than English? (If required for this position) Yes ☐ No ☒  
If yes, what language(s) do you speak? \_\_\_\_\_

How fluently? Fair ☐ Good ☐ Excellent ☐

Do you write in a language other than English? (If required for this position) Yes ☐ No ☒  
If yes, which language(s) \_\_\_\_\_

Have you ever been employed by the State of Texas? Yes ☐ No ☒

Are you currently employed by the State of Texas? Yes ☐ No ☒

If you have been previously employed by the State of Texas, list the agency/agencies:

No

## FORMER FOSTER YOUTH (Verification may be required.)

Were you a foster youth under the Texas Department of Family and Protective Services on the day before your 18<sup>th</sup> birthday? Yes ☐ No ☒  
If yes, are you currently 25 years of age or younger? Yes ☐ No ☒

## MILITARY SERVICE (A copy of a report of separation from the Armed Services may be required.)

Are you a veteran? Yes ☒ No ☐ If yes, list type of discharge Honorable

Dates of Service (From/To): 10/30/1985 - 11/15/1994

Are you a surviving spouse of a veteran who has not remarried? Yes ☐ No ☒  
Are you a surviving orphan of a veteran killed while on active duty? Yes ☐ No ☒

If yes, complete dates of service for veteran  
(From/To): \_\_\_\_\_

Are you the spouse of a member of the US armed forces or Texas National Guard serving on active duty? Yes ☐ No ☒  
Are you the spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployment? Yes ☐ No ☒

## PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

- I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
- I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
- I understand that the State of Texas requires all males who are 18 through 25 and required to register with the Selective Service, to present either proof of registration or exemption from registration upon hire.
- I understand that some state agencies will check with the Texas Department of Public Safety, the Federal Bureau of Investigation or other organizations, for any criminal history in accordance with applicable statutes.
- I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability from any damages which may result from furnishing such information to you.

**THIS APPLICATION MUST BE SIGNED**

SIGN HERE: X [Signature]

Signature – Applicant

6/23/2025  
Date

## EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include **each position** held, even those with the same employer.
2. **EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.**
3. Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Name **Williams** **Charles**

Last First Middle

Position Title: <b>Deputy Commissioner</b>						Immediate Supervisor Name: <b>Grea Lovlace</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>Alabama Dept. of Corrections</b>						Title: <b>Chief Deputy Comm.</b>		
Mailing Address: <b>301 S. Riplev st.</b>						Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
City & State/ZIP: <b>Montgomery, AL 36104</b>								
Employer's Telephone No.: <b>334-353-3883</b>								
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>30</b>
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-Managerial	
10	18	2023				\$164,000	Supervisory/Managerial <input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As the Deputy Commissioner of Operations and New Prison Construction within the Alabama Department of Corrections (ADOC). I provide leadership and direction of the daily operations of the state's 23 male prisons that employ more than 1,700 security staff and an inmate population of approximately 18,600. The ADOC's facility levels are from Community Based Facilities to High Security Closed include housing for those sentenced to death within the state of Alabama. I provide direct oversight for the design, build construction and transition for the new 4000 bed Elmore Specialized Men's Facility with an expenditure of \$1.082 billion located in Elmore County AL. I capture the strategic leadership, and organizational goals of the ADOC's new prison construction as outlined in legislation, internal, and external stakeholders in the areas of Fiscal, Budgeting, Contracts and Procurement, Project Management, organizational strategic planning, and staffing.

Specific reason for leaving: **Currently employed at ADOC. Carrer advancement.**

Position Title: <b>Assistant Commissioner</b>						Immediate Supervisor Name: <b>Chris Miller</b>		Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Summer <input type="checkbox"/> Temp/Project <input type="checkbox"/> Give average # of hours worked per week if part-time:
Employer: <b>New York City Depart of Correction</b>						Title: <b>Deputy Commissioner</b>		
Mailing Address: <b>75-20 Astoria Blvd</b>						Supervisor's Telephone No.: <span style="background-color: black; color: black;">[REDACTED]</span>		
City & State/ZIP: <b>East Elmhurst</b>								
Employer's Telephone No.: <b>718-546-7000</b>								
Starting Date			Leaving Date			Current/	Technical	If supervisory, number of employees you supervised: <b>10</b>
Mo.	Day	Yr.	Mo.	Day	Yr.	Final Salary	Non-managerial	
04	15	2023	10	01	2023	\$201,000	Supervisory/Managerial <input checked="" type="checkbox"/>	

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

As the Assistant Commissioner of Operations, I partner with and assist departmental Correctional Wardens in monitoring all aspects of facility operations. I report to the Associate Commissioner of Operations and collaborate with the facility Wardens and correctional staff to ensure that daily facility operations are managed in accordance with department policy and practices. I am also responsible for monitoring and working with the Correctional Wardens to ensure that jail operations remain compliant with all legal mandates, court orders, federal/state/city and local regulations; establish and maintain cooperative working relationships

across the senior leadership team, oversight agencies, public agencies, community and professional groups and correctional employees; analyze situations accurately and recommend

Specific reason for leaving: **Promotion to Deputy Commissioner**



Position Title: Facility Director. Robert A. Devton		Immediate Supervisor Name: Kevin Sidebottom		Full-Time <input checked="" type="checkbox"/>	
Employer: GEO Group		Title: Regional Director		Part-Time <input type="checkbox"/>	
Mailing Address: 4955 Technology Way		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Boca Raton, FL 33431				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: 561-893-0101				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date			
Mo.	Day	Yr.	Mo.	Day	Yr.
06	15	2022	04	01	2023
Current/ Final Salary		Technical			
\$128,000		Non-managerial		<input type="checkbox"/>	
		Supervisory/Managerial		<input checked="" type="checkbox"/>	
		If supervisory, number of employees you supervised: 5			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

I managed a staff complement of 196 employees. Robert A. Deyton is a 768 maximum capacity United States Marshal Detention facility in Lovejoy GA. I worked cooperatively with regional and local management to develop and attain the goals and objectives of the facility scope defined by the client agency. I also have budgetary responsibility for all facility expenses.

Specific reason for leaving: Promotion to Assistant Commissioner

Position Title: Assistant Deputy Commissioner		Immediate Supervisor Name: Dennis Stamper		Full-Time <input checked="" type="checkbox"/>	
Employer: Alabama Dept. of Corrections		Title: Deputy Commissioner		Part-Time <input type="checkbox"/>	
Mailing Address: 301 S. Ripley St.		Supervisor's Telephone No.: [REDACTED]		Summer <input type="checkbox"/>	
City & State/ZIP: Montgomery, AL 36106				Temp/Project <input type="checkbox"/>	
Employer's Telephone No.: 334-353-3883				Give average # of hours worked per week if part-time:	
Starting Date		Leaving Date			
Mo.	Day	Yr.	Mo.	Day	Yr.
06	15	2020	06	01	2022
Current/ Final Salary		Technical			
\$128,000		Non-managerial		<input type="checkbox"/>	
		Supervisory/Managerial		<input checked="" type="checkbox"/>	
		If supervisory, number of employees you supervised: 6			

Summary of experience including special training/skills/qualifications you have used in the performance of this job:

Assisted with the management of 23 adult male facilities across the state.

Specific reason for leaving: Career advancement

# APPLICANT EEO DATA FORM

For State Agency Use Only:

Applicant Number: \_\_\_\_\_

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Job Posting Number <b>16879170</b>		2. Last Name (Type or Print) <b>Williams</b>		First <b>Charles</b>	Middle
3. Address <div style="background-color: black; height: 20px; width: 100%;"></div>		City	State	ZIP Code	4. Daytime Phone
					5. Work Phone
6. Sex <input checked="" type="checkbox"/> M-Male <input type="checkbox"/> F-Female		7. Birth Date <div style="background-color: black; height: 20px; width: 100%;"></div>		8. Ethnic Origin <input type="checkbox"/> W-White <input checked="" type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> A-Asian <input type="checkbox"/> I-American Indian or Alaskan Native <input type="checkbox"/> P-Native Hawaiian or Other Pacific Islander <input type="checkbox"/> M-Two or More Races	
9. Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Surviving Spouse of Veteran who has not remarried <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		11. Orphan of Veteran <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
12. Spouse of a member of the US armed forces or Texas National Guard serving on active duty <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		13. Spouse and primary source of income for a veteran who has a total disability with a rating of at least 70 percent or on individual unemployability <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Former Texas Foster Youth 25 yrs of age or younger <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

15. How did you **first** find out about this job?

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> 01 - Other State Employee<br><input type="checkbox"/> 02 - Job Fair<br><input type="checkbox"/> 03 - Professional Publication<br><input type="checkbox"/> 04 - Recruitment Poster<br><input type="checkbox"/> 05 - Television | <input type="checkbox"/> 06 - Newspaper _____<br><small>Name of Newspaper</small><br><input type="checkbox"/> 07 - College/University Career Day<br><input type="checkbox"/> 08 - Human Resource/Personnel Office<br><input type="checkbox"/> 09 - Radio<br><input type="checkbox"/> 10 - Agency Web Site - Internet | <input type="checkbox"/> 11 - WorkInTexas.com<br><input type="checkbox"/> 12 - Other (specify):<br>LinkedIn _____ |
|--|--|---|

X

Signature – Applicant

06/23/2025

Date

**White** – a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black** – a person having origins in any of the black racial groups of Africa.

**Hispanic** – a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**Asian** – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native** – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Native Hawaiian or Other Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Two or More Races** – a person who primarily identifies with two or more of the above race/ethnicity categories.

**AN EQUAL OPPORTUNITY EMPLOYER**