

LATE DISTRIBUTION

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September 8, 2010

Suzanne Allen de Sanchez
Clerk of the Board of Supervisors
330 Fair Lane
Placerville, California 95667

Letter of Interest
Pioneer Fire Protection District Board of Directors

The purpose of this letter is to express my interest in being appointed to a vacant position on the Pioneer Fire Protection District (PFPD) Board of Directors.

I am currently a candidate in the upcoming November election for the PFPD Board of Directors. I am very interested in this opportunity to possibly serve on the board even before the election.

I have also attached my résumé outlining my career experience and training.

What is not on the résumé is that I am the Team Leader for the Grizzly Flats Community Emergency Response Team, a Medical First Responder under the El Dorado County Emergency Medical Services Agency, I volunteer for Grizzly Flats Burger Nights, and I am a board member for the Three Forks Community Foundation (a local non-profit organization).

Thank you in advance for forwarding this letter and résumé to the County Board of Supervisors for placement consideration.


Robert L. Janzen
Grizzly Flats, CA

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BOARD OF SUPERVISORS
EL DORADO COUNTY

PERSONAL PROFILE

- Possessing more than 20 years of experience in law enforcement as a peace officer with the California Department of Corrections and Rehabilitation, and the U.S. Department of Defense.
- Extensive experience in program management, organizational structure, operations management, and security procedures.
- Proven leadership skills, effective at motivating team members to maximum performance while achieving objectives.
- Ability to manage a multitude of tasks and complete with short lead times.

AREAS OF EXPERTISE

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|--------------------------|-----------------------------|-----------------------------|
| ✓ Operations Management | ✓ Staff Management | ✓ Organizational Efficiency |
| ✓ Training & Development | ✓ Report Preparation | ✓ Safety Regulations |
| ✓ Policies & Procedures | ✓ Excellent Computer Skills | |

CAREER ACCOMPLISHMENTS & KEY RESPONSIBILITIES

as a Correctional Officer

- Worked all levels of custody: medical at CMF; precamp, levels 1, 2 and 3 at CCC; level 4 at CAL.
- Wrote the inmate telephone sign-up procedures at CAL.

as a Correctional Sergeant

- Worked levels 1, 3 and 4 at CEN; levels 1 and 2 at CVSP; Reception Center (all levels), level 2 mainline and Condemned at SQ.
- Directly involved with the activation of the Electrified Lethal Fence at CEN.
- Developed operational and tracking logs for the Electrified Lethal Fence at CEN.
- Developed Audit tools, Inventories and logs for the daily operations at CVSP.
- Served as a panel member in Q.A.P. interviews at the Southern Regional Testing Center.
- Performed the duties of a Sergeant/Instructor at the Correctional Training Center. Responsible for the training and monitoring of Correctional Officer Cadets.

as a Correctional Lieutenant

- As the Administrative Assistant to the Assistant Deputy Director, Community and Inmate Programs, Institutions Division, I was responsible for the overall tracking of projects and reports generated by the Assistant Deputy Director. I reviewed submitted documentation, and prepared responses for the Assistant Deputy Director. After the Assistant Deputy Director's position was deleted, I was assigned as one of two Executive Lieutenants that worked for the Deputy Director, Institutions Division, where I had the responsibility for monitoring and completing various projects and assignments generated by Youth and Adult Correctional Agency, Directorate staff, and the Deputy Director, Institutions Division.
- Researched and prepared discussion papers and/or reports on custodial, supervisory and security issues of specific institutional sensitivity.
- Assisted in liaison communication with other departmental divisions, field units, agencies and public entities, as well as headquarters' Institutions Division work units.
- Currently assigned as the SOMS Implementation/Training Lieutenant at Folsom State Prison. During the past five years, I have also performed the general duties of a second line supervisor within the institutional setting.

ADDITIONAL TRAINING AND CERTIFICATES

Classroom presentation skills (32 hour class), Basic and Advanced Supervision (80 hours total), Sergeant and Lieutenant job specific training (80 hours total), Side-Handle Baton instructor (40 hours), Arrest and Control instructor (40 hours), Alarm Response instructor (16 hour), Standard First Aid/CPR instructor, Oleoresin Capsicum (4 hour block), Investigative employee, DDPS procedures, Control operations and count procedures, Incident report writing, EEO & Sexual harassment training for trainers, P.O.S.T. P.C. 832 Proctor, Stress reduction/management, Safety training (SB198), Watch Office Tracking System (WOTS), Daily Information Reporting System (DIRS), Strategic Offender Management System (SOMS) Development Team as a Lead Subject Matter Expert, Credit Earning Program (CEP) Master Trainer, Electronic Records Management System (ERMS) Trainer