



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** April 1, 2021
Staff Contact: Nancy Paulson, City Manager and Melanie Bruketta, Human Resources Director

Agenda Title: For Possible Action: Discussion and possible action regarding the appointment of a person to the position of Chief of the Department of Alternative Sentencing (“DAS”), and the establishment of an annual salary. (Nancy Paulson, npaulson@carson.org and Melanie Bruketta, mbruketta@carson.org)

Staff Summary: The former Chief of DAS, Tad Fletcher, retired on January 14, 2021. Timothy Guthrie, Deputy Chief of DAS, was appointed as the Interim Chief by the Board of Supervisors (“Board”) on January 7, 2021. In accordance with Carson City Municipal Code (“CCMC”) 2.38.040, a candidate screening panel comprised of the Senior Judge of the First Judicial District Court, the two Justices of the Peace of the Carson City Municipal/Justice Court, the Carson City Manager, the Carson City Sheriff and the Carson City District Attorney, interviewed five qualified applicants on February 19, 2021 interested in appointment as the DAS Chief. Based on those interviews, the screening panel has recommended the following applicants for further consideration and interview by the Board: Meliah Gonzales, Timothy Guthrie and Marlina Stone.

Agenda Action: Formal Action / Motion **Time Requested:** 2 hours

Proposed Motion

I move to appoint _____ as the Chief of DAS, contingent on passing the City’s required background check, and set the annual salary at _____.

Board's Strategic Goal

Organizational Culture

Previous Action

September 30, 2013 - Tad Fletcher was appointed as the Chief of DAS.

January 7, 2021 – The Board appointed Timothy Guthrie as the Interim Chief of DAS.

January 14, 2021 – Tad Fletcher retired from his position.

February 19, 2021 – Interviews of five applicants were held by a screening panel consisting of Judge Russell, Judge Luis, Judge Armstrong, Sheriff Furlong, City Manager Paulson and District Attorney Woodbury, at the conclusion of which a recommendation was made that the Board further consider and interview the following applicants: Meliah Gonzales, Timothy Guthrie and Marlina Stone.

Background/Issues & Analysis

Nevada Revised Statute (“NRS”) Chapter 211A authorizes the Board to create a department of alternative sentencing to provide supervision of probationers and court releasees. NRS 211A.100 and CCMC Chapter 2.38 requires the Chief of DAS to be appointed by a majority vote of the Board. The person appointed must have at least 5 years of experience, with an increasing level of responsibility, in the field of law enforcement, corrections, or supervision of persons on probation, parole or pretrial or presentence release. An initial interview panel consisting of Judge Russell, Judge Luis, Judge Armstrong, Sheriff Furlong, City Manager Paulson and District Attorney Woodbury has recommended that the Board interview the following applicants: Meliah Gonzales, Timothy Guthrie and Marlina Stone.

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 211A; CCMC Chapter 2.38

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund Alternative Sentencing Department - 1012800 salaries and benefits accounts

Is it currently budgeted? Yes

Explanation of Fiscal Impact: The Chief of DAS position was budgeted at a base salary of \$123,827 and a total of \$202,715 for both salary and benefits for Fiscal Year 2021. The current salary range for the Chief of DAS is \$104,520.59 - \$167,232.75.

Alternatives

Do not appoint any of the recommended applicants and direct the Department of Human Resources to reopen the recruitment.

Attachments:

[Chief Alternative Sentencing Rev. 12.22.20.doc](#)

[DAS Interview Supporting Docs_Redacted.pdf](#)

Board Action Taken:

Motion: _____	1) _____	Aye/Nay
	2) _____	_____

(Vote Recorded By)



JOB DESCRIPTION

JOB TITLE: Chief Alternative Sentencing
DEPARTMENT: Alternative Sentencing
REPORTS TO: Board of Supervisors/City Manager

FLSA: Exempt
GRADE: D2
PCN: 87
DATE: July 1, 2013
REVISED: December 2020

SUMMARY OF JOB PURPOSE:

Under administrative direction, supervises activities and staff of the Alternative Sentencing Department which includes, but is not limited to; supervising misdemeanor probationers, bail, pre-trial and presentence misdemeanor defendants, gross-misdemeanor defendants and felony defendants, conduct intakes, conduct drug and alcohol testing, staffing the specialty courts which includes, mental health court, DUI court, and misdemeanor treatment court, and managing and supervising a drug analysis laboratory.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Supervises and oversees activities of assigned staff; makes work assignments; follows-up on assignments, creates work schedules; responds to, and assists, officers with calls for service; handles citizen complaints.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned divisions; identifies resource needs; recommends and implements policies and procedures.
- Reviews reports and documents prepared by subordinates for accuracy, completeness, essential elements, fundamental soundness, and substantiation of action taken; responds to emails and phone calls.
- Selects, trains, motivates and evaluates sworn and non-sworn law enforcement staff; provides or coordinates staff training; works with employees to correct deficiencies and errors; monitors workflow; reviews, evaluates and recommends changes in regard to work product, methods and procedures.
- Participates in the development and administration of assigned department budgets; grant budgets, expenditures and reporting; forecasts future needs; directs the monitoring and approval of expenses; recommends adjustments as necessary.
- Compiles statistical information for administration of the performance of assigned staff.
- Training – Attends training as required to meet State and department requirements.
- Coordinates activities with other law enforcement agencies, courts and support agencies.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

- Operates a motor vehicle in a safe and effective manner.
- Uses standard office equipment, including a computer, in the course of the work.
- Demonstrates courteous and cooperative behavior when interacting with the public and City staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Equivalent to a bachelor's degree in criminal justice, psychology, or a closely related field; AND six (6) years of law enforcement experience, three (3) years of which were in a supervisory role; OR an equivalent combination of education, training and experience as determined by Human Resources.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid driver's license at time of appointment
- Current Nevada Category I or II Peace Officer Standards and Training (P.O.S.T.) certificate at time of appointment
- Current Nevada Management P.O.S.T. is preferred at time of appointment however; the selected individual will be granted 18 months from the date of appointment to obtain
- Nevada Executive P.O.S.T. certificate within 36 months of appointment

For additional information about Nevada P.O.S.T. certificates please review Nevada Administrative Code Chapter 289.

Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles and techniques of public relations.
- City, state, and federal laws, statutes, ordinances and court decisions related to department activities.
- Policies and procedures of alternative sentencing programs.
- Weaponry and associated safety practices.
- Safety and Court security policies and procedures.
- First aid and basic CPR methods.
- City geography.
- Personal computers utilizing standard and specialized software applications.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

Skill in:

- Planning, organizing, supervising, reviewing and evaluating the work of others; instructing others in work procedures.
- Analyze situations quickly and objectively.
- Determine proper course of action under emergency conditions.
- Cope with adverse situations firmly, courteously and with respect for individual rights.
- Use of lethal and non-lethal tools.
- Operate vehicle safely and effectively in normal and emergency situations.
- Traverse terrain safely, understand and carry out oral and written instructions.
- Prepare clear concise and accurate reports.
- Navigating and addressing sensitive and/or confidential political issues
- Establish effective working relationships with departmental personnel, public law enforcement agencies, community groups and general public.

SUPERVISION RECEIVED AND EXERCISED:

Under Administrative Direction - Incumbents at this level are responsible for unusual, technical, complex, highly sensitive, political, and far-reaching work-related issues and for policy recommendations to political oversight groups. They plan, organize, and determine work methods, implementation mechanisms, and operating procedures used to achieve goals and objectives set forth by general plans, broad policies, budgetary limitations, and legal and professional standards. The incumbents have responsibility for planning and organizing work, as well as considerable latitude interpreting and applying broad policies, rules, and regulations. Work performance is usually measured by total results and a governing body usually provides supervision.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Traverse difficult terrain, strength and stamina to physically restrain suspects, running, climbing, standing, squatting, and sitting for prolonged periods of time; occasionally lift and carry up to 50 pounds, strength to subdue persons, to drag, carry and lift persons and objects; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone; exposure to traffic conditions and external environment when traveling from one office to another; dexterity to write and to shoot a gun; to be heard in noisy group situation.

CONDITIONS OF EMPLOYMENT:

1. Unclassified employees are "at will" and as such, may be terminated at any time for any reason, or no reason.
2. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
3. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
4. Employees may be required to complete Incident Command System training as a condition of continuing employment.
5. New employees are required to submit to a fingerprint-based background investigation which cost the new employee \$56.25 and a drug/alcohol screen which costs \$36.50. Employment is contingent upon passing the background and the drug/alcohol screen.
6. Carson City participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Carson City must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.887.2103 or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov.
7. Per NRS 281.574 this position has been determined to fall under the category as "Public Officer". Public Officer is defined as those persons serving in a position designated by NRS 281A.160 or 281A.182. Individuals are required to complete the "Nevada Acknowledgement of Ethical Standards for Public Officers" form, as well as file a "Financial Disclosure Statement" with the Nevada Secretary of State office.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

"Carson City is an Equal Opportunity Employer"

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

087 - Chief Alternative Sentencing

Contact Information -- Person ID: 46144261

Name: Meliah H Gonzales Address: US

Home Phone: Alternate Phone:

Email: mgonzales@carson.org Notification Preference: Email

Former Last Name: Peterson Month and Day of Birth: 09/07

Personal Information

Driver's License: Yes, Nevada ,

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Associate's Degree

Preferences

Types of shifts you will accept:

Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

My professional objective is threefold: 1. To invest a broad knowledge base and extensive experience to meaningful, challenging work. 2. To support the Carson City community by administrating an efficient and effective DAS team with as many positive outcomes as is possible. 3. To lead with an open minded, positive approach resulting in high morale and progressive success.

Education

Professional

Western Nevada Peace Officer Academy
<https://www.wnc.edu>
 1/2003 - 8/2003
 Carson City , Nevada

Did you graduate: Yes
 Major/Minor: Nevada POST Certificate Degree Received: Other

High School

Carson High School
carsonhigh.com
 8/1995 - 6/1999
 Carson City , Nevada

Did you graduate: Yes
 Highest Level Completed: Other
 Did you receive a GED? Degree Received: High School Diploma

College/University

Western Nevada College

Did you graduate:

https://www.wnc.edu/
[Unspecified Start] - [Unspecified End]
Carson City , Nevada

Yes
Major/Minor:
Criminal
Justice
Degree
Received:
Associate's

Work Experience

District Court Baliff

9/2010 - Present

City of Carson City / District Court
https://www.carson.org/government/departments-a-f/courts/department-ii
895 E Musser St
Carson City, Nevada 89701
7752837023

Hours
worked per
week: 40
of
Employees
Supervised:
0
Name of
Supervisor:
James E.
Wilson -
District Court
Judge
May we
contact this
employer?
Yes

Duties

Assist the Judge during court proceedings, complete required paperwork and reports, and maintain professional appearance of the court. Protect the judge, courtroom personnel, jury and litigants during trials and court proceedings. Screen visitors prior to courtroom entry. Accompany jurors outside the courtroom and assist them with their needs, relay messages from jurors to the court. Escort defendants between the courtroom and detention facility. Collect urine samples for civil and criminals litigants. Keep the Judge informed of defendants under pretrial supervision. Complete compliance "rakes". Collect evidence between the legal team and the jury and/or witnesses and ensure chain of custody. Enforce courtroom rules, decorum and maintain courtroom security. Fill-in as Bailiff for other judges as requested. Act as the Judicial Assistant as needed. Act as the TAC for the Department of Alternative Sentencing. Whenever necessary, screen defendants and complete appropriate paperwork prior to arraignment for DAS.

Reason for Leaving

Currently employed in this position

Alternative Sentencing Officer

7/2005 - 9/2010

City of Carson City / Alternative Sentencing
https://www.carson.org/government/departments-a-f/alternative-sentencing
895 E. Musser Street
Carson City, Nevada 89701
775-887-2528

Hours
worked per
week: 40
of
Employees
Supervised:
0
Name of
Supervisor:
Tad Fletcher
/ Rory
Planeta /
Kevin Field -
Chief
May we
contact this
employer?
Yes

Duties

Communicate with offenders, legal representatives, family members, and other concerned persons regarding the process, the rules and expectations, policies and outcomes. Create accurate reports, collect and review criminal and background history and ensure appropriate rehabilitation plan is reasonable and in place. Collect urine samples. Responsible for safety and security of courthouse facilities. Recommend conditions of release or institutionalization of offenders. install, monitors and remove house arrest electronic monitoring equipment. Coordinate case management for offenders, supervise and monitor offenders. Present and recommend life skill growth opportunities to criminal defenders, provide guidance to probationers that are at risk of reoffending. Provide resources and information to sentenced probationers in an effort to modify their behavior. Conduct criminal history investigations; serve warrants and notices to appear. Conduct home visits as needed and work to locate and detain sentenced, pretrial and present defendants in non-compliance or for failure to appear. Conduct field visits, respond when asked and/or when on call to deputies interacting with a defendant under supervision. Testify in Justice and District courts as required. Attend training as required or requested for professional development and to maintain State and department requirements. Coordinate activities with other law enforcement agencies (especially in multijurisdictional cases), courts and support agencies. Perform follow-up interviews and investigations as required. Contribute to the efficiency and effectiveness of the unit's service to it's customers by offering suggestions and directing or participating as an active member of a work team. Operate the DAS vehicles. Taught parenting classes and skills at the Carson City Partnership. Always maintain professional decorum, ensure a safer community, and be of service as a law enforcement official to the community when applicable.

Reason for Leaving

Transferred to a permanent position as Bailiff; in conjunction with assisting the Department of Alternative Sentencing as needed.

Acting Chief

4/2010 - 8/2010

Douglas County / Alternative Sentencing

https://www.douglascountynv.gov/government/departments/alternative_sentencing

1038 Buckeye Rd Minden

Minden, Nevada 89423

(775) 782-9970

Hours worked per week: 40
 # of Employees Supervised: 4
 Name of Supervisor: Douglas County, County Manager - County Manager
 May we contact this employer? Yes

Duties

Acted as Chief for the Douglas County Department of Alternative Sentencing. Supervise and oversaw officers in the DAS, monitored work flow and trained officers. Approve expenditures and allocate monies as needed. Managed the DUI Diversion Program. Worked with the District Attorney's Office to ensure the Department's correct and appropriate use of NRS when arresting misdemeanants and defendants under bail supervision. Conducted intakes, including criminal and social histories. Collected urine specimen samples for drug and alcohol testing. Attended court for Alternative Sentencing violations and/or for cases with defendants likely to be sentenced to the Alternative Sentencing Department. Conducted home visits, follow-up with offenders, work to ensure rehabilitation when possible and ensure compliance. Act as a mentor, and resource to participants and families as needed. Made recommendations for procedural reporting changes, probable cause sheets and DUI Diversion termination reports. Ensured compliance with probationers, bail, pre-trial and pre-sentence misdemeanor defendants, Worked closely with the court and District Attorney's Office to close expired open cases. Oversaw the Implementation, training and usage of Courtview database system as and effective and efficient resource tool. Implemented the use of Crystal reports from Courtview to serve as a case management system (records were maintained on paper and filed in binders). Reviewed and corrected reports. Ensured the continued success of the

Department in the absence of a permanent Chief.

Reason for Leaving

As Acting Temporary Chief, I returned to my full time position in Carson City as an Alternative Sentencing Officer after Douglas County was able to fill the position.

Acting Chief

5/2006 - 9/2006

City of Carson City / Alternative Sentencing
https://www.carson.org/government/departments-a-f/alternative-sentencing
895 E. Musser Street
Carson City, Nevada 89701
7758872528

Hours worked per week: 40
of Employees Supervised: 2
Name of Supervisor: Matthew Fisk - Court Administrator
May we contact this employer? Yes

Duties

Worked under the direction of the Court Administrator to ensure the department continued to operate successfully in the absence of 3 full time officers. Worked closely with the Court Administrator to create new case management reports and procedures. Trained incoming personnel on the processes used in the department, including using Courtview, departmental policies and procedures, and the general scope of work in the department. Worked with offenders through the process of arrest, intake, sanctions, and release. Conducted all pre-arraignment interviews and submitted necessary paperwork for the designated Judge. Monitored compliance of probationers, supervised bail conditions, conducted home and office visits. Attend meetings with multijurisdictional agencies i.e. (Sherriff's Office, Tri-net, Carson City Partnership) as requested.

Reason for Leaving

An Assistant Chief was appointed and assumed the temporary position of Acting Chief.

Police Officer

7/2004 - 7/2005

State of Nevada / UNR Police Department
https://www.unr.edu/police
1664 N. Virginia Street
Reno, Nevada 89557
(775) 784-4013

Hours worked per week: 40
of Employees Supervised: 0
Name of Supervisor: Adam Garcia - Chief
May we contact this employer? Yes

Duties

Primary responsibilities included working on foot and/or motor vehicle patrol taking enforcement action, serving warrants, effecting arrest, transporting violators to detention facilities, assisting victims of crimes and conducting criminal investigations. Prepared for and implement law enforcement for special events, sports events, protests and other on campus events. Acted as the Department's liaison between sororities and fraternities and attend dormitory activities based on the community policing model. Met, when asked, with resident managers and staff to help assist students with crime prevention training and substance abuse awareness.

Reason for Leaving

Sought and obtained full-time employment in Carson City with the Department of Alternative Sentencing where I had previously served as a reserve officer.

Work Detail Supervisor

10/2003 - 6/2004

City of Carson City / Juvenile Services
<https://www.carson.org/government/departments-g-z/juvenile-services>
 740 South Saliman Road
 Carson City, Nevada 89701
 (775) 887-2033

Hours
 worked per
 week: 16
 # of
 Employees
 Supervised:
 0
 Name of
 Supervisor:
 Tony Urrutia
 - Probation
 Officer
 May we
 contact this
 employer?
 Yes

Duties

Supervise approximately 20 juvenile offenders during court ordered work detail.

Reason for Leaving

Full-time employment secured with the University of Nevada Police Department.

Reserve Officer

10/2003 - 5/2004

City of Carson City / Alternative Sentencing
<https://www.carson.org/government/departments-a-f/alternative-sentencing>
 895 E Musser Street
 Carson City, Nevada 89701
 7758872528

Hours
 worked per
 week: 20
 # of
 Employees
 Supervised:
 0
 Name of
 Supervisor:
 Brian Percivel
 - Chief
 May we
 contact this
 employer?
 Yes

Duties

As a reserve officer I was there to learn. I did whatever was asked of me. I worked alongside the Chief, Assistant Chief and Alternative Sentencing officer as they conducted home, office and field visits of defendants. I was their only female officer and I was used a great deal when working with the female population under the supervision of Alternative Sentencing. I collected urine samples, strip searches when necessary, field searches and assisted with arrests of female defendants.

Reason for Leaving

Accepted full time position with the University of Nevada Reno

Employment Special 1

10/2001 - 5/2002

State of Nevada / Unemployment Office
<https://detr.nv.gov/>
 500 E. Third Street
 Carson City, Nevada 89701
 (775) 684-0350

Hours
 worked per
 week: 40
 # of
 Employees
 Supervised:
 0
 Name of
 Supervisor:
 Shelly

Neimen -
Supervisor
May we
contact this
employer?
Yes

Duties

Dealing with the Public to obtain and provide information on claims, analyzing and resolving complaints, comprehend and apply written policies, procedures of State and Federal Law, performing basic math computations, writing business communications for notifications regarding claims.

Reason for Leaving

Student / Police Academy Cadet

Certificates and Licenses

Type: Nevada Advanced POST certificate / Nevada Intermediate POST certificate

Number:

Issued by: State of Nevada - POST Commission

Date Issued: 8 /2013 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information**Volunteer Experience**

I helped to establish, and have served on the Board for the 'Holiday with a Hero' program for 17 years. Developing this program was a challenge. At the inception of the program and for many years afterward, I fought hard to keep the program alive. Coordinating efforts between the CCSD, finding funding resources, developing creative, unconventional means to serve a diverse, often marginalized population of students tested my mettle. Expanding 'Holiday with a Hero' (formerly 'Shop with a Cop') to encompass the entire Hero community, meet the demands of CCSD and the students in need, finding funds, expanding community awareness, and staying true to the mission was gratifying. It is with joy, that today this program is flourishing. This program is a codified part of the Carson City holiday season, it is well known in the community and many, many businesses and people offer their professional and personal time, money and heart each year. I am proud to be a leader in this capacity.

Volunteer Experience

I have always been invested my children's academic achievements and extra-curricular activities; I have served in several volunteer positions in this vein including home room mom at schools, team mom for Little League, score keeper for Little League, Snack Bar volunteer and Hot Dog lunch lady. I have overseen and taken leadership roles in fundraising Bike-a-thons, Octoberfest, field trips and Annual Crab Feeds for schools attended by my children. I love Carson City and I love being a Mom; serving the community in this way is an easy fit and is important to me personally.

Volunteer Experience

I was the first and only Reserve Officer for the DAS in Carson City. Being interested in the field of Parole, Probation and Alternative Sentencing, I asked then Chief Brian Percival, if I could volunteer my time with Alternative Sentencing. After an affirmative response, I did volunteer work for DAS for approximately 9 months before being hired at the University of Nevada Reno, Police Department. This volunteer work prepared me for obtaining a job in the Department 15 months later.

Volunteer Experience

I believe in Carson City, was born and raised here, and truly believe Carson City is one of the best places to live, work and raise a family. As such, investing in the community and working alongside positive citizens is a no brainer. I have and continue to support by investing personal time and money to agencies and their programs including; The Boys and Girls Club, Ron Wood Family Resource Center, F.I.S.H., Carson City Partnership, Advocates to End Domestic Violence, and CASA. I have funded and established a scholarship for qualified cadets attending the Western Nevada Community College Post Police Academy. I annually collect and distribute toys and holiday meals to participants in need from both the Mental Health Court and Advocates to End Domestic Violence.

Honors & Awards

I have been the recipient of a total of (5) Blue Ribbon Awards during my professional employment with the Carson City DAS and Courts. These awards are driven by peer or supervisor nomination and recognize excellence.

Additional Information

Professional Development & Training:

Incident Command System, Basic Incident Command System for Initial Response, Leadership and Influence, Introduction to the National Incident Management System, Addiction "Losing the Ability to Walk Away, Workplace Diversity, Conflict Management Ethics for Law Enforcement, Officer Survival, 7 Habits for Associates.

Further Training completed in the following areas:

Court Security and Decorum, Basic Instructor Development, High Intensity Drug Trafficking Area, RACC Belt, Crisis Intervention Training, Court Security Seminar, Field/Facility Training Officer (FTO), Radar Operation, K-9 Decoy, CA Narc Officers Association Annual Training, Officer Survival, NCIC/NCJIS Training, Taser and M26, In-Car Camera Instructor Training, Redwood on-site Testing Devices, instruction in Urine Specimen Collection Procedures, CPR, AED and Basic Aid.

Additional Information

Terminal Agency Coordinator for National Crime Information Center/Nevada Criminal Justice Information System.

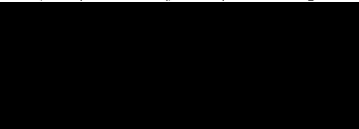
I attended training that certifies me as the TAC for the Department of Alternative Sentencing. The duties include training all personnel (primarily Officers) who will use the NCIC. I have oversight of monitoring usage, error, state and federal compliance audits, writing and implementing policies and procedures related to the Information System.

References

Professional

Danen, Jason

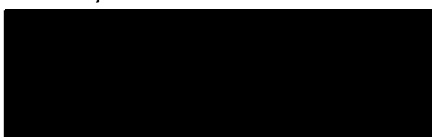
Deputy Emergency Manager



Professional

Saavedra, Claudia

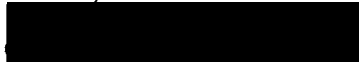
Retired / Realtor



Personal

Russell, Ryan

Attorney

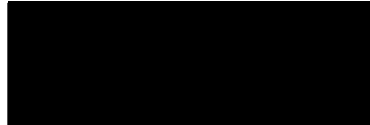




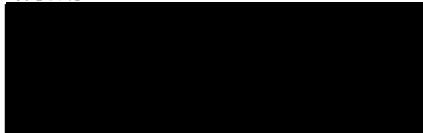
Professional
Hale, Martin
Bailiff / Lieutenant (Retired)



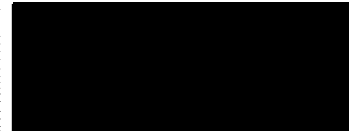
Professional
Willis, Robey
Retired Justice of the Peace



Personal
Borst, Pat
works within the home



Personal
Banister, Ali
Chief of Juvenile Services



Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Resume Meliah.docx	Resume Meliah.docx	Resume	Job Seeker
Cover Letter (1).pdf	Cover Letter (1).pdf	Cover Letter	Job Seeker
Noel Waters, Esq.pdf	Noel Waters, Esq.pdf	References	Job Seeker
Joesph E. McEllistrem, PhD.pdf	Joesph E. McEllistrem, PhD.pdf	References	Job Seeker
Rory Planeta.docx	Rory Planeta.docx	References	Job Seeker
Jaswinder Dhami.pdf	Jaswinder Dhami.pdf	References	Job Seeker
Peggy Sweetland LOR.pdf	Peggy Sweetland LOR.pdf	References	Job Seeker
Susan Greenburg.docx	Susan Greenburg.docx	References	Job Seeker
Judge James E. Wilson.pdf	Judge James E. Wilson.pdf	References	Job Seeker
Molly Blanchette.pdf	Molly Blanchette.pdf	References	Job Seeker

Agency-Wide Questions

1. Q: Have you been previously employed by Carson City?
A: Yes

2. Q: How did you learn of this vacancy?

A: Carson City Employee

3. Q: Are you related to a current or former employee of Carson City?

A: Yes

4. Q: If you stated "yes" to the above question, please state the employee's name and the department for which they work.

A: Daniel Gonzales - Sheriff's Office

5. Q: Have you ever been convicted of a criminal offense (felony, gross misdemeanor or misdemeanor) and/or do you have criminal charges that were filed and are pending against you? Please answer "Yes" or "No". If you answer "Yes", please provide specific details for each occurrence including: 1. Date; 2. Location; 3. Charge and description of the offense; 4) Penalty/Disposition. If you have questions or concerns, please contact Human Resources at (775) 887-2103.

A: No

6. Q: Are you a veteran who has been honorably discharged from the United States military? If so, please attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" to your application at time of submittal.

A: No

7. Q: Are you currently a citizen of the State of Nevada?

A: Yes

8. Q: By clicking on the "yes" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment is "at-will", unless specifically stated otherwise. "At will" means Carson City may terminate my employment at any time, with no advance notice, and for any reason or no reason. I understand that if I am asked, I will have to verify any and all information given on this application. I understand that this application is the property of Carson City and will not be returned. If I am hired, the application will become part of my personnel file. I authorize Carson City to investigate my background by contacting my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to submit to a criminal background check. I may be required to submit to a pre-employment drug and/or alcohol test. I understand that if I am hired into a sworn position with the Fire Department or an FTA/FMCSA covered position, I will be subject to random drug and/or alcohol testing. I may be required to participate in a written examination, oral examination, medical examination and/or any other examination deemed necessary by the Department/Office to determine if I meet the minimum qualifications of the position. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Carson City participates in E-Verify.

A: Yes

Meliah Gonzales

mgonzales@carson.org

To the Hiring Committee:

I am genuinely excited to apply for the position of Chief of Alternative Sentencing. Criminal Justice has always been a passion of mine – I wanted to help people, and as cliché as it sounds, it has proven to be a perfect career fit. Having a passion for the field has led me to work in various branches of law enforcement and I find Alternative Sentencing a worthwhile undertaking. I'm ready for this job.

This opportunity is timely for me and all of my professional experience to date has equipped me with the skills, training and drive to excel in this position. Having done all I can do in my current role, seeking a new job prospect is a natural goal. Having matured in the field, I have gained insight to appreciate the subtleties of navigating people, politics, and the public. Additionally, I have learned to listen to constructive criticism, seek guidance, make a mistake only once, and respect the past.

I value public safety and would be honored to protect and serve in a new capacity. I was born and raised here, I love Carson City and choose to raise my children here. It is inherently rewarding for me to do my best and give my all to the city and the people who live here. Further, over the years I have developed positive personal and professional relationships with a wide range of agencies, organizations, professionals and residents of Carson City.

You have my commitment to dedicating all my professional energy to this position – I am hard-working and diligent. As an open-minded leader, I'll use a positive approach with the intention to foster high morale in a team that achieves progressive success. Using numerous techniques, my efforts will be directed toward rehabilitating as many lawbreakers as possible and request incarceration when necessary.

I believe I have earned my place as an applicant for this position and would appreciate the opportunity to interview with the committee.

Thank you for your consideration,



Meliah Gonzales



MELIAH GONZALES

Objective: My professional objective is threefold: 1. Invest a broad knowledge base and extensive experience to meaningful, challenging work, specifically in the field of Alternative Sentencing. 2. Reinforce a positive Carson City by implementing practices and programs resulting in constructive outcomes for offenders, their families and the community. 3. Work in an environment that follows principles of honesty, accountability, and the spirit of the law.

PROFILE

Having been employed with and exposed to multiple facets of law enforcement for 18 years, I am well prepared to uphold and advance the mission of the Department of Alternative Sentencing in Carson City. Working with the courts, team members, and community stakeholders, I am excited to implement services designed to rehabilitate, monitor and sanction offenders as indicated. Leading by example, I will focus on well-informed decision making, compassionate justice and professionalism, expecting the same from DAS personnel.

CONTACT

PHONE:

EMAIL:

mgonzales@carson.org

ADDRESS:

SKILLS

Motivated
Committed
Organized
Ethical
Resilient
Competent
Resourceful
Positive
Gifted Communicator

WORK EXPERIENCE

City of Carson City / District Court Bailiff

September 2010 -Present

Protect the judge, litigants, juries and court personnel. Process appropriate documents. Act as the legal assistant as needed. DAS TAC.

City of Carson City / Alternative Sentencing Officer

July 2005 – September 2010

Arrest, interview, process, monitor and encourage criminal offenders. Respond to the needs of multijurisdictional agencies.

Douglas County / Alternative Sentencing Acting Chief

April 2010 – August 2010

Successfully assumed an emergency appointment and all duties of Chief. Implemented electronic data base system.

City of Carson City / Alternative Sentencing Acting Chief

May 2006 - September 2006

Administered all aspects of the DAS while simultaneously remaining an Officer in the Department.

State of Nevada / UNR Police Department / Officer

July 2004 – July 2005

Patrol, Dorm/Sorority & Fraternity Liaison, K9 Decoy, and Mobile Video Recorder Instructor.

EDUCATION

Professional Certification/Training

Numerous work related courses
2003 – present

Western Nevada College

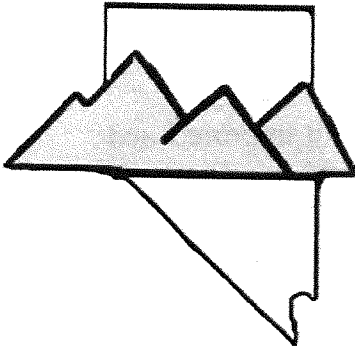
January 1999 – August 2003
Criminal Justice

Western Nevada Peace Officer Academy

January 2003 – August 2003
Nevada POST Certificate

Carson High School

August 1995- June 1999



Waters Law Firm, LLC.

209 North Pratt Ave.

Carson City, Nevada 89701

Phone: (775) 461-0254

Fax: (775) 461-0237

January 27, 2021

Selection Committee, Department of Alternative Sentencing Chief position
Carson City Courthouse
885 E. Musser St.
Carson City, NV 89701

Re: Letter of Recommendation for Meliah Gonzales for Alternative Sentencing Chief

Dear Honorable Committee Members:

I am writing to offer this letter of recommendation to Meliah Gonzales, for the position of Chief of the Department of Alternative Sentencing (D.A.S.). I have known Meliah for nearly 18 years, and believe I am well-informed about her personally and professionally. She has worked for many years as an assistant D.A.S. officer, and more recently, as Bailiff/Marshal for Judge James E, Wilson, Jr. of Dept. II of the First Judicial District Court. She certainly possesses in abundance all of the Chief qualifications required by NRS 211A.110, and she is very knowledgeable about the law enforcement challenges of Carson City, the many services and support agencies available to misdemeanor probationers and supervised releasees, and the sworn officers and administrative staff who comprise the Department.

I confess that D.A.S. is very important to me as an attorney, and as a community resident since 1962. As the District Attorney between 1985 and 2009, I became very aware of the need to be able to supervise and assist misdemeanants, both in advance of case disposition and after sentencing. I assisted in drafting the original language of N.R.S. Chapter 211A adopted in 1995 by the Legislature. It was evident that our community needed a way to monitor, supervise and provide assistance to persons entangled in the law at the misdemeanor level, like that already available through State Parole and Probation to the district courts. Now, D.A.S. services and programs have grown greatly, with specialty courts, longer probationary terms and conditions, and close interactions with all the courts, treatment providers, and C.C.S.O street and detention officers. Meliah Gonzales has the community knowledge, the law enforcement and courtroom experience and the years of devotion to the critical mission of D.A.S. to be the ideal choice for the Chief position.

Indeed, this important position needs a Chief with knowledge, experience and devotion: it is not a 9-to-5 job. The Department of Alternative Sentencing is an invaluable asset for Carson

City public safety entities and its citizenry, and Meliah Gonzales will work hard to protect and serve that asset.

If you have any questions please contact me at my cell phone at any time: ~~775-256-5573~~. Thank you for this opportunity to comment.

Sincerely,



Noel Waters
Nevada Bar # 58

JOSEPH E. MCELLISTREM, PhD

329 WEST 5TH STREET
CARSON CITY, NEVADA 89703

OFFICE: (775) 315-2301
FAX: (775) 883-6455

January 25, 2021

To the Hiring Committee:

My name is Dr. Joseph McEllistrem, and it is my pleasure and honor to write this letter of recommendation for Meliah Gonzales. I am the Director of Forensic Health Services for the Carson City Jail and initially met Ms. Gonzales when we worked with the Mental Health Court in 2005. Ms. Gonzalez and I have continued to work together over the last fifteen years in various roles and in a range of duties. I believe I know her well, and it's my privilege to strongly recommend her for the position of Chief of Alternative Sentencing. Ms. Gonzales is an exceptional choice.

My first experience with Ms. Gonzales was when we both served on the Mental Health Court team. She was employed by the Department of Alternative Sentencing and as a Bailiff in the court. She proved to be a competent and compassionate leader on the team. She did not wait for cases to be referred. Rather, she actively sought to identify those inmates with emotional struggles and approached them with compassion, encouraging them to participate in our program. She studied mental health, learned treatment interventions, and formed collegial relationships with our care providers. Ms. Gonzales is particularly good at balancing the defendant's mental, physical, and functional needs and the community's needs for safety. Likewise, she understands the complexities of mental health and addiction versus the predatory nature inherent in some portion of the population and how to discern the difference. Ms. Gonzales has good instincts and follows them. She was kind and respectful of her colleagues and encouraging of the participants. When she decided to leave this position, the Court team was disappointed to see her go. So much so that Judge John Tatro attempted to have her reassigned to our program; unfortunately, her duties prevented her return. Her work with the diversion court, and her mastery of specialty court philosophy, is a perfect example of "Alternative Sentencing."

Ms. Gonzales has gone onto other roles within the court. Within the Court, Ms. Gonzales is seen as a natural leader and a strong woman of character. She leads by example and adheres to a high standard of integrity. With her many years of experience, she is adept at navigating court systems and interacting with various colleagues in collaborative ways. She is a self-starter and likes to challenge herself to develop her professional skills further. I believe she possesses the temperament and leadership ability for this administrative role.

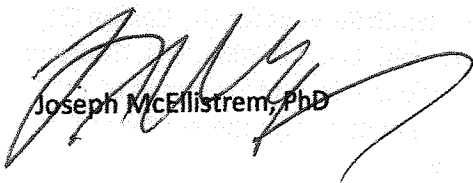
I suspect the Department of Alternative Sentencing will look and function differently under her management, with high standards for excellence. As a leader, Ms. Gonzales has great expectations for herself, and she will expect the same of those under her supervision. She is task-oriented and sets goals for herself, and she will do the same for the department she leads. Clients, employees, and the courts will benefit from her focus on order and efficiency. Two of her strengths are her ability to communicate and to delegate. She is direct, clear, and will expect no one to do something she would not do herself.

Ms. Gonzales possesses an abundance of energy and motivation that is hard to describe, but I see it in her devotion to both her work and family. Undoubtedly, she will direct her intense work ethic toward her new job, greatly enhancing the Department of Alternative Sentencing's functioning.

Finally, Ms. Gonzales will have to learn some of the job's specifics, but her personality, natural abilities, and character are well suited for this position of trust. She is a level-headed professional who quickly develops beneficial relationships both with clientele and colleagues. She is a born leader. I have complete confidence in both her passion and ability to perform the duties as Chief of Alternative Sentencing. And by extension, to also do justice for both the clients and the community of Carson City.

If I can be of any further assistance, please feel free to contact me.

Sincerely,



Joseph McEllistrem, PhD

January 25, 2021

Re: Meliah Gonzales

Dear Sirs,

I am writing this letter as the former Chief of the Carson City Department of Alternative Sentencing on behalf of Meliah Gonzales.

When I was hired as the Chief of the Department, Meliah was the only Officer in the Department. The Department had been devastated by the termination of all other Officers, including the Chief and Assistant Chief. A new Assistant Chief, Cate Summers, had been hired prior to my arrival.

Meliah was instrumental in training both Summers and I in the use of the Courtview system. She taught us how to navigate the system and trained us in the use of Crystal Reports. She showed us how to use the "Rake" to verify the status of Probationers.

I counted on Meliah's knowledge to assist in training new Officers, as a field training officer. She helped get these new officers up to speed on Departmental Policies and Procedures, both in the field as well as in the office. During the Probationer reporting period Meliah would assist in intakes and drug or alcohol testing. She also assisted in creating ideas for new Crystal Reports to help streamline operations.

Meliah worked well with Probationers. She was always willing to listen to them and assist them, where possible. She has good interview skills and uses them to her advantage when working with Probationers. Meliah was the Officer assigned to the Mental Health Court and worked well with that population.

Meliah also assisted in preparing a Resouce Guide for the Department. She also donated hygiene items to Probationers.

The Department of Alternative Sentencing is charged with the supervision of persons assigned to the 3rd DUI Diversion Court. Since the Department often supervises PreTrial conditions of release, we were also in contact with the Drug Court participants. There was much confusion as to these participants often not assigned a Probation Officer, I asked Meliah to follow up and help with the proper supervision of this population. She immediately researched the issue and found only certain persons were actually assigned a Probation Officer. The Drug Court Judge often used DAS to assist in proper supervision and electronic monitoring of these individuals.

At one point during my tenure, Douglas County Department of Alternative Sentencing Chief, Doug Swalm retired leaving them with only one Officer and an Officer Manager. They requested assistance from my Department as we often worked together, sharing Probationers. I sent Meliah to be their acting Chief until such time as they could go through the hiring process. I believe this was a great "learning experience" for Meliah and will assist her in her future endeavors.

Please consider this letter in making your selection for Chief of the Carson City Department of Alternative Sentencing.

Respectfully Submitted,

Rory C. Planeta, Chief, Carson City Department of Alternative Sentencing (retired)

January 24, 2021

To Whom it May Concern:

On May 13, 2018, our family was hit with a crisis; it became clear that our only son and oldest child had become addicted to alcohol and drugs. My wife and I were devastated. We were hurt, fearful, confused and very saddened. We had never had any interaction with law enforcement, the courts or the legal system and we were completely lost.

It was during this time that we met Meliah Gonzales. Mrs. Gonzales assisted us with so many unknowns. She pointed us to all the resources in this community and educated us about 'Drug Court', the legal process and the choices we would need to make as parents. We knew what to expect at each stage of our son's legal consequences and treatment of his addiction.

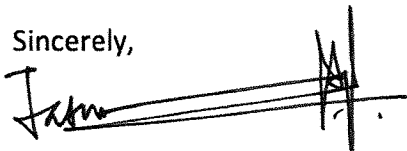
At the same time, Mrs. Gonzales always treated us with compassion and respect and most importantly to us, she displayed empathy and kindness to our beloved son. Many people treated our son as a drug addict; Mrs. Gonzales saw him as a human being with a drug addiction. She provided the necessary support, guiding us along the way, that made it possible to keep our family safe and healthy while facing this crisis. Mrs. Gonzales made a very difficult and painful situation more manageable.

I am joyous to say that our son has been in recovery, has made a life for himself, and has remained free of legal consequence for sometime now. If our son had not been successful, or ever falls back to his old ways, we know that we did everything we could do and followed all the steps that parents can take when faced with the problem of addicted family members. Mrs. Gonzales was a gift to our family and I am betting that our family is not alone in these viewpoints.

I am excited to hear that Mrs. Gonzales is making application for the Chief of this important division of the Justice System. I believe it will allow her to have an impact on residents of this Carson City community that we love and who are experiencing similar situations to that of our family. As a parent, a business owner and a resident of Carson City I am gratified to know that Mrs. Gonzales would be heading up this Department. I have complete confidence in her.

For Mrs. Gonzales, we will be forever grateful. She has our vote!

Sincerely,



Jaswinder Dhami

CEO & Director of Operations

Holiday Inn Express & Suites

Minden, NV



January 27, 2021

It is my great pleasure to support and recommend Meliah Gonzales for the position of Chief of Alternative Sentencing in Carson City.

As the Special Projects Coordinator and McKinney-Vento Liaison with Carson City School District for many years, I met Meliah at the first 'Holiday with a Hero' steering committee meeting in 2008. We have worked closely together ever since organizing, fund-raising, and implementing this amazing event for 100's of participants.

Meliah is a positive force to be reckoned with – she always finds solutions for logistical issues and never gives up. In describing Meliah, tenacious would be an understatement. She is a visionary and has a flair for finding creative solutions to any type of obstacle. She *personally rolls up her sleeves and jumps in* to do whatever is needed, no matter how mundane or unpleasant, to meet a goal. It goes without saying that carrying out this huge event during CoVid-19 presented challenges like never before and Meliah remained positive and undaunted.

Meliah's compassion for those with less, children on the fringe, and marginalized youth is beyond admirable. I am certain that her humane attitude carries over into her professional life. Work that is meaningful is important to her and she will work hard to produce positive outcomes for the agencies and the people she serves. You will always be able to count on Meliah as trustworthy and an outstanding team member.

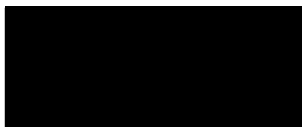
It is always enjoyable working on this huge event each year with people like Meliah who make work a joy. I look forward to Meliah making me laugh and bringing a positive attitude to the table despite the often complicated, sensitive, and sometimes tragic situations we have faced over the years. Her smile lights up the room and she brings an unshakeable, exuberant sense of humor wherever she goes.

I believe in Meliah and am excited to hear about her future endeavor. I am certain that she will succeed at any objective she undertakes!

Sincerely,

A handwritten signature in black ink, appearing to read "Peggy Sweetland".

Peggy Sweetland
Special Projects Coordinator
McKinney-Vento Students in Transition/
Foster Care Liaison



January 27, 2021

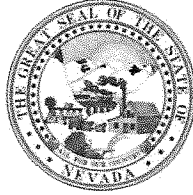
To whom it may concern:

As Judicial Assistant for Judge Wilson, I worked with Meliah Gonzales for over 10 years. I found her to be someone who put her full heart into her job as bailiff. She was efficient in her work and when she was done she would look for other ways to help out. She was willing and quick to learn my job so she could sit in for me when I was gone or help out when my work load was heavy. I trusted her with my work. She took initiative to solve problems. She worked well with the many different and unique personalities of law clerks that spent time in our office. She has my utmost respect.

I highly recommend Meliah for the position of Chief of Alternative Sentencing. She will do an excellent job. She would give her time and full effort to making the department the best it can be. She has the ability to treat others with respect and has the greatest desire to help others. She is a problem-solver and will work well with others to manage those things that need attention.

Susan Greenburg





FIRST JUDICIAL DISTRICT COURT
CARSON CITY AND STOREY COUNTY
STATE OF NEVADA

JAMES E. WILSON, JR.
District Judge
Department Two

885 East Musser Street, Room 3057
Carson City, Nevada 89701
(775) 882-1619
Fax: (775) 887-2296

January 28, 2021

Judge Thomas Armstrong
Judge Kristin Luis
District Attorney Jason Woodbury
City Manager Nancy Paulsen
Sheriff Kenny Furlong

Re: Recommendation of Meliah Gonzales as next Chief of the Carson City Department of Alternative Sentencing

Dear panel members:

I write to recommend Meliah Gonzales as the next Chief of the Carson City Department of Alternative Sentencing. My reference is based upon my personal knowledge and experience working with Meliah.

Meliah started as my bailiff more than ten years ago. Through those years I have had contact with her about every working day and have had many experiences in both a professional and nonprofessional context. Meliah has earned my respect as a person, a bailiff, a member of the Department of Alternative Sentencing (DAS) team, a member of the court team, and a member of the Carson City community.

In spite of 18 years as a law enforcement officer Meliah has not developed a hard heart. She cares about people and that is particularly true when it comes to children. It is also true when it comes to the many, many people with broken lives who appear in court on criminal, family, and guardianship matters. She has often taken the initiative to try and provide assistance and/or services for litigants and their families.

January 29, 2021
Letter to DAS Chief Panel
Page 2

Meliah has performed her bailiff duties in an exceptional manner. She keeps the courtroom and surrounding areas safe through vigilant observation. She has a great ability to "read" people and monitors all those who visit the courtroom. She picks up on cues that signal rising emotions of litigants and has often calmed agitated litigants. She is great at anticipating events and taking action to avoid problems. She has a remarkable ability to notice signs of intoxication and being under the influence of drugs. I have often joked that she is the best drug dog in Carson City. She takes her work very seriously.

Meliah really cares about Carson City's DAS and its mission, and understands the importance of the actions of DAS officers on the workings of the court. She has, in my view, the correct vision for DAS—to help those on pretrial or pre-sentence release, or on probation to successfully meet the court-ordered conditions imposed upon them. DAS plays a critical role in public safety by supervising those who have been released from jail, and in assisting those charged with a crime to alter their behavior. By way of

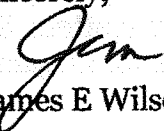
emphasis I repeat that Meliah really cares about Carson City's DAS. She wants it to be a great department. This can sometimes result in her being outspoken about improvements. She will work hard to improve Carson City's DAS and make it a model department. Several years ago Meliah was assigned to act as Chief for the Douglas County Department of Alternative Sentencing. Through this experience she demonstrated her knowledge, skill, and enthusiasm for Alternative Sentencing work and assisted their DAS department during a time in need, all the while improving its procedures and performance.

Seventeen years ago Meliah organized the Holiday with a Hero event that has become an annual event. This program provides gifts to needy children who might not otherwise receive gifts, and gives the opportunity for this population of children to have a positive experience with law enforcement personnel. She is committed to Carson City.

Meliah is respected and well-liked by the other members of the court team. She will be a dedicated, self-motivated, honest, progressive leader of Carson City's DAS. She will strive to improve the department and the services it provides. I wholeheartedly recommend Meliah as Carson City's next Chief of DAS.

I will be happy to answer any questions you may have.

Sincerely,


James E Wilson, Jr.

January 28, 2021

Dear Hiring Committee,

I write to you on behalf of Meliah Gonzales, both on a personal and professional level. I currently serve as a Social Services Chief for the Division of Child and Family Services (DCFS) and have served in some capacity with DCFS in Carson City for 10 years. I have known Meliah for more than 15 years and our professional lives have intersected for the past 10.

While Meliah and I do not share a profession, we have often leaned on each other to ensure the needs of the community have been met. Whether she was making a mandated reporter call to me per NRS 432B, or I was asking her a question about the time and date of an upcoming court hearing for a family, or we were serving together at the North Carson City Walmart buying and wrapping presents during Toys for Tots, I knew I could always depend on my relationship with Meliah to help me navigate important situations for families and individuals.

Small towns allow for relationships and relationships are of paramount importance to professionals in carrying out important services to the public. I know Meliah to be a connected and important part of Carson City's social services structure, and I believe Meliah has achieved her standing in our community as a result of her honesty, integrity, genuineness, and commitment to Carson City's public. Her connections and incoming knowledge will enable her to hit the ground running and partner with the community to ensure the duties of Alternative Sentencing are carried out in a way that meets the need.

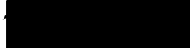
Meliah's experience and tenure as a law enforcement officer combined with her ingenuity and intelligence make her a perfect candidate for your position. I personally know she is excited and committed to the challenge of what taking on this position will mean for her. I participate in recruitment and hiring as a routine part of my job and feel confident when I say that appointing Meliah to Chief of Alternative Sentencing would be an excellent decision. I give her my absolute highest recommendation.

Please reach out if you have further questions and thank you for taking time to review my recommendation for Meliah Gonzales.

Sincerely,



Molly Blanchette



087 - Chief Alternative Sentencing

Contact Information -- Person ID: 25592279

Name: Timothy Lisle Guthrie Address:
 Home Phone: Alternate Phone:
 Email: tguthrie@carson.org Notification Preference: Email
 Former Last Name: Month and Day of Birth: 12/30

Personal Information

Driver's License: Yes, Nevada ,
 Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Some College

Preferences

Types of shifts you will accept:

Day , Evening
 , Night ,
 Rotating ,
 Weekends ,
 On Call (as
 needed)

Objective

My objective is to continue my role as an integral part of the Department of Alternative Sentencing moving from current assignment with DAS for the past five years as the Assistant Chief into the role as Chief. This will ensure the easiest transition as I have an intimate familiarity with DAS, which will then allow for the possibility of upward mobility within the Department of Alternative Sentencing.

Education**College/University**

College of Southern Nevada
 9/1991 - 5/1994
 North Las Vegas, Nevada

Did you graduate: No
 Major/Minor: Criminal Justice
 Degree Received: No Degree

College/University

University of Nevada Las Vegas
 9/1987 - 5/1988
 Las Vegas, Nevada

Did you graduate: No
 Major/Minor: Psychology/Criminal Justice
 Degree Received: No Degree

High School

Bonanza High School
 9/1983 - 6/1987
 Las Vegas, Nevada

Did you graduate: Yes
 Highest Level Completed: 12
 Did you receive a GED? No
 Degree Received: High School Diploma

Work Experience**Interim Chief**

1/2021 - Present

Department of Alternative Sentencing
 885 East Musser St.
 Carson City, Nevada 89701
 7758872528

Hours worked per week: 40
 # of Employees Supervised: 26
 Name of Supervisor: Nancy Paulson - City
 Manager
 May we contact this employer? Yes

Duties

Direct Supervision of Acting Asst. Chief, Office Manager and Case Manager. I have direct oversight of the budget, building security to include staff, oversight of NV POST training

compliance, oversight of Field Training Program. In addition I have oversight of the drug testing program, scheduling of all personnel to include security, Officer's to include Bailiff's and Marshal's, oversight of DUI Case Manager Grant, manage the Carson City's Emergency Notification program and agency representative at various functions and meetings.

In addition to the day to day oversight and operation, I enforce all city, state, and federal laws, rules and ordinances. I assist with the collection of specimens for drug testing and compile reports to include warrant requests, violation reports and arrest reports. I currently supervise a client data base of individuals to include Bail, Pre-Trial, Suspended Sentence, Court Monitored, Sentenced, Probation and individuals in various Specialty Courts as well as in Diversion Programs.

I currently hold Nevada POST Certificates to include CATEGORIE 1, 3, Supervisor, Intermediate, Advanced and Management. I have complete various courses towards my Nevada POST Executive Certificate at this time. In addition I have completed several courses towards completion of my State of Nevada Management Certificate.

Reason for Leaving

N/A

Assistant Chief

11/2015 - 1/2021

Carson City Department of Alternative Sentencing
885 East Musser St.
Carson City, Nevada 89701
775-887-2528

Hours worked per week: 40
of Employees Supervised: 25
Name of Supervisor: Tad Fletcher - Chief
May we contact this employer? Yes

Duties

Supervision of individuals placed on Probation, Pre-Trial, Bail, Suspended Sentence, Pre-Sentence, Court Monitored Supervision and Diversion. Enforce any and all Local, State and Federal Laws. I oversee the Field Training Division, the Training Division, the Drug Lab, Reserve Officer Program, Court Officer's and Field Officer's. I am one of the agency's Background Investigators. Assume the Chief Officer's responsibilities upon his absence to include representation of the Department at various functions.

I have obtained my NV POST Category I, III, Supervisor, Intermediate, Advanced Certificates. I will be submitting for my Management Certificate by September of 2019 as I am completing the sixth and final phase for this certificate. I obtained my State of Nevada Management Certificate at the end of the year in 2019.

Reason for Leaving

Appointed Interim Chief.

Sergeant

8/2008 - 11/2015

Storey County Sheriff's Office
205 South C Street
Virginia City, Nevada 89440
775-847-0950

Hours worked per week: 40
of Employees Supervised: 10
Name of Supervisor: Tad Fletcher - Chief Deputy
May we contact this employer? Yes

Duties

I enforce all State, Federal, and local laws, rules, and ordinances. I investigate crimes ranging from Misdemeanor's to Felonies as well civil disputes. I issue citations, make arrests, and document incidents by filing detailed reports. I have assisted with courtroom security as well as Bailiff duties. The SCSO also performs Preliminary Breath Tests as well as Random Urinary Analysis on subjects that have been court ordered to participate in court ordered programs. I have also served arrest warrants as well as various civil processes (such as summons, evictions, & lockouts) which have been issued by the court system. I have testified in court on various criminal complaints.

As a Supervisor with the Storey County SO, I supervise Deputies law enforcement related duties to include approving of reports, citations, and arrests for correctness and completeness. I complete annual evaluations on Deputies and have been assigned various internal investigations for allegations of misconduct and/or performance deficiencies.

I am current on all State of Nevada mandated POST training requirements and currently have my POST Category I & III Certificates as well as my Supervisor Certificate and POST Intermediate Certificate. I have all necessary training to obtain my POST Advanced POST Certificate and am in the process of obtaining it as well. I am a certified POST Instructor and have taught in a Reserve POST Academy. I hold a Field Training Officer, Hostage Negotiator and Intermediate Kinesis Certificates and many others which are available on request.

Reason for Leaving

Career advancement

Lead/Senior Investigator III & IV

5/2000 - 8/2008

State of Nevada Taxicab Authority
1785 East Sahara
Las Vegas, Nevada 89104
702-668-4000

Hours worked per week: 40

of Employees Supervised: 5

Name of Supervisor: Eric Heine - Senior Investigator

May we contact this employer? Yes

Duties

To enforce all State, Federal, and local Rules & Ordinances with special interest related to the taxicab industry. I issued citations, made arrests, and completed detailed reports associated with investigations that were completed. I would testify in criminal as well civil court for various criminal and/or civil violations most often associated with the taxicab industry. I also participated in various undercover investigations that resulted in several criminal arrests and prosecutions.

As a Supervisor with the agency I would supervise subordinate Investigators as well as Airport Control Officer's. The duties include approval of citations, reports, and arrests. I would also supervise the field training of various Investigator's and participated directly with their training.

I was one of two Background Investigator's that conducted background investigations for new hires. I worked with Senior Investigator Heine to develop and implement the agency's Background Investigation Policy. An example of my supervising efforts to include working with surrounding agencies is as follows: I was directed by my Chief Investigator to conduct an Undercover Investigation that dealt with several employees of a large local cab company. I assigned several Officer's to conduct under cover operations and worked with surrounding law enforcement agencies. The net result were arrest warrants were issued. The net outcome ended with over 2,600 felonies. This was the accumulation of several months of investigation and working as a TEAM with various other law enforcement entities.

During my time with the State of Nevada, I held the ranks of Airport Control Officer, Investigator, Lead Investigator and Acting Senior Investigator.

Reason for Leaving

Family relocated to Northern Nevada for wife's career and environment to raise our children.

Police Officer

8/1994 - 1/2000

Las Vegas Metropolitan Police Department
400 East Stewart
Las Vegas , Nevada 89101
702-828-3111

Hours worked per week: 40

of Employees Supervised: 15

Name of Supervisor: Dan Berry - Captain

May we contact this employer? Yes

Duties

To enforce all State, Federal, local Rules and Ordinances. I would issue citations, make arrests, and complete detailed reports for various incidents investigated. I would conduct proactive patrol

for the enforcement of various violations. I conducted various under cover investigations which culminated with an untold number of arrests. I worked as a Community Oriented Policing Liaison, which worked directly with various businesses to working together to solve problems before they became bigger problems. This allowed the citizens that were served to have a more direct say so in the policing of their neighborhoods and allowed the police to become more "vested" in the communities that they served.

I also directly supervised between 15 to 30 Officer's as a Field Training Officer. I would train and teach Officer's that had graduated from the Police Academy up to and including all aspects of law enforcement so that they could be a successful independent Officer. This included daily evaluations, weekly evaluations, and end of phase evaluations to determine the fitness for the new Officer to move to the next phase of training. On occasion I acted in the capacity as the Training Liaison for my training squad with the Police Academy Staff. This assignment allowed me to work with Academy staff for new training and updated law enforcement mandates that were used to help promote the field training of newly graduated Officer's. I also acted often times as the Desk Sergeant which entailed taking reports, determining criminal violations, making arrests and issuing media releases.

During my employment with the Las Vegas Metropolitan Police Department, I held the positions of Officer Recruit, Police Officer I, Police Officer II, Field Training Officer, Training Liaison, and Desk Sergeant.

Reason for Leaving

Resignation

Corrections Officer

6/1990 - 8/1994

City of Las Vegas Detention & Enforcement
400 East Steward
Las Vegas, Nevada 89101
702-828-3111

Hours worked per week: 40
of Employees Supervised: 5
Name of Supervisor: Duane Tate - Sergeant
May we contact this employer? Yes

Duties

I was tasked with the care and custody of individuals that were placed under arrest by surrounding law enforcement agencies. I was also sworn to uphold all State, Federal, local Rules & Ordinances as well as institutional violations committed by subjects incarcerated and subjects visiting individuals who were incarcerated. As a CO I was tasked with conducting computer background checks of individuals who were arrested as well as complete the fingerprinting and booking procedures of said individuals. I was also assigned as a Court Officer on various occasions. This position was responsible for ensuring that incarcerated individuals were transported to various court appearances. I also conducted video court which dealt directly with various magistrates with pre-trials, trials, and the resulting documentation of the magistrates rulings and orders.

During my time as a Corrections Officer I held the position of Safety Officer for the entire City of Las Vegas Detention and Enforcement agency which consisted of the Detention, Parking Enforcement, Animal Control, and Deputy Marshal's staff's. The position worked directly with the City of Las Vegas Fire Department dealing primarily with Fire Evacuation Drills and the chemical exposure (MSD's sheets) to insure proper procedures were conducted to ensure that the agency was within compliance. I also was a Recruiting Officer and would speak regularly at recruiting events. I also held the position of Training Corrections Officer. This position trained new Corrections Officer's primarily with the arrest booking process of individuals that were subject to arrest.

During my time with the City of Las Vegas Detention & Enforcement I held the positions of Corrections Officer I, Corrections Officer II, Training Corrections Officer II, Recruiting Officer, and Safety Officer.

Reason for Leaving

Career Advancement

Certificates and Licenses

Type: Nevada POST Category I
 Number: I
 Issued by: Nevada Police Officer Standards Taining---LVMPD
 Date Issued: 1 /1995 Date Expires:

Type: POST Category III
 Number: III
 Issued by: State of Nevada POST--City of Las Vegas
 Date Issued: 11 /1994 Date Expires:

Type: POST Supervisor's Certificate
 Number: Supervisor
 Issued by: State of Nevada POST
 Date Issued: 6 /2012 Date Expires:

Type: POST Intermediate Certificate
 Number: Intermediate Certificate
 Issued by: State of Nevada POST
 Date Issued: 3 /2015 Date Expires:

Type: POST Background Investigator
 Number: Background Investigator
 Issued by: State of Nevada POST
 Date Issued: 6 /2004 Date Expires:

Type: POST Advanced Certificate
 Number:
 Issued by: POST
 Date Issued: 6 /2015 Date Expires:

Type: POST Management Certificate
 Number: POST Management
 Issued by: State of Nevada
 Date Issued: 5 /2020 Date Expires:

Skills

Office Skills

Typing: 45
 Data Entry: 0

Other Skills

Hostage Negotiator Intermediate - 2 years and 1 months
 POST Bicycle Certified Intermediate - 20 years and 1 months

Additional Information

Volunteer Experience

While living in Las Vegas I became a counselor for the "Tough Love Program". This program was

geared to counseling and mentoring troubled teens that had become negatively involved with law enforcement. My Supervisor was the Commander of the City of Las Vegas Detention and Enforcement and his name is Ron Hughes.

Professional Memberships

I am a current member of the national organization known as the "EAGLES". This organization does voluntary work for the less fortunate and has been in existence for over 100 years.

Professional Memberships

After becoming a certified Hostage Negotiator, I joined the National Hostage Negotiation Society.

Interests & Activities

I thoroughly enjoy the outdoors and I love to fish and hunt spending time with my wife and three sons in the great outdoors whenever possible. I am a sports enthusiast and often help my sons sporting events to include football, baseball, and basketball.

References

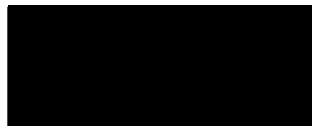
Professional
Lambert, Bart
Deputy



Personal
Bailey, Kevin
Leutenant/Probation Officer



Personal
Gilbert, Paul
Douglas County Constable



Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Tim's 2021 Resume.pdf	Tim's 2021 Resume.pdf	Resume	Job Seeker

Agency-Wide Questions

1. Q: Have you been previously employed by Carson City?
A: Yes

2. Q: How did you learn of this vacancy?
A: Other

3. Q: Are you related to a current or former employee of Carson City?
A: No

4. Q: If you stated "yes" to the above question, please state the employee's name and the department for which they work.

A: N/A

5. Q: Have you ever been convicted of a criminal offense (felony, gross misdemeanor or misdemeanor) and/or do you have criminal charges that were filed and are pending against you? Please answer "Yes" or "No". If you answer "Yes", please provide specific details for each occurrence including: 1. Date; 2. Location; 3. Charge and description of the offense; 4) Penalty/Disposition. If you have questions or concerns, please contact Human Resources at (775) 887-2103.

A: No

6. Q: Are you a veteran who has been honorably discharged from the United States military? If so, please attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" to your application at time of submittal.

A: No

7. Q: Are you currently a citizen of the State of Nevada?

A: Yes

8. Q: By clicking on the "yes" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment is "at-will", unless specifically stated otherwise. "At will" means Carson City may terminate my employment at any time, with no advance notice, and for any reason or no reason. I understand that if I am asked, I will have to verify any and all information given on this application. I understand that this application is the property of Carson City and will not be returned. If I am hired, the application will become part of my personnel file. I authorize Carson City to investigate my background by contacting my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to submit to a criminal background check. I may be required to submit to a pre-employment drug and/or alcohol test. I understand that if I am hired into a sworn position with the Fire Department or an FTA/FMCSA covered position, I will be subject to random drug and/or alcohol testing. I may be required to participate in a written examination, oral examination, medical examination and/or any other examination deemed necessary by the Department/Office to determine if I meet the minimum qualifications of the position. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Carson City participates in E-Verify.

A: Yes

Timothy L Guthrie

Work Experience

Jan 2021-Present

Carson City Dept Alternative Sentencing

Carson City, NV

Interim Chief

- Direct supervision of assistant chief, office manager, case manager
- Budget oversight
- Represent agency at city and courthouse meetings
- Manager of city's emergency notification system
- DUI case manager grant oversight
- Supervise drug testing program, personnel, and facility
- Supervise sworn personnel, to include full time DAS officers, court bailiffs/marshals, as well as civilian staff
- Oversight of building security, to include staff
- Oversight of NV POST training compliance
- Oversight of field training program
- Background investigator

Nov 2015-Jan 2021

Carson City Dept Alternative Sentencing

Carson City, NV

Assistant Chief

- Enforce all city, county, state and federal laws and ordinances, with emphasis on NRS 211A.125
- Supervise drug testing program, personnel, and facility
- Supervise sworn personnel, to include full time DAS officers, court bailiffs/marshals, as well as civilian staff
- Oversight of building security
- Oversight of NV POST training compliance
- Direct supervision of field training program
- Background investigator
- Assist with budgetary concerns

July 2008-Nov 2015

Storey County Sheriff's Office

Storey County, NV

Sergeant

- Enforced all city, county, state and federal laws and ordinances
- Supervised sworn officers
- Supervised field training division
- Oversight of fleet operations
- Deputy coroner

June 2000-July 2008

State of NV Transportation Authority

Las Vegas, NV

Lead/Senior Investigator

- Enforced all city, county, state and federal laws and ordinances, with emphasis on NRS 706
- Supervised sworn investigators, as well as sworn airport officers
- Background investigator
- Training officer

Aug 1994-Jan 2000

Las Vegas Metropolitan Police Department

Las Vegas, NV

Officer/Field Training Officer

- Enforced all city, county, state and federal laws and ordinances
- Trained new officers
- Desk sergeant-report taking, media relations

June 1990-July 1994

Las Vegas Dept of Detention and Enforcement

Las Vegas, NV

Corrections Officer/Training Officer

- Enforced all city, county, state and federal laws and ordinances
- Booked arrested subjects
- Trained new officers
- Division safety officer
- Assisted with recruitment

Education

1989-1991

College of Southern Nevada
Las Vegas, NV
Major in Criminal Justice

1987-1988

University of NV, Las Vegas
Las Vegas, NV
Major in Psychology/Criminal Justice

Certificates

- State of NV POST: Cat I, Cat III, Supervisor, Intermediate, Advanced, Management
- Executive certificate (in process)
- Over 10 certificates in employee relations
- State of NV hostage negotiator
- Certified background investigator
- State of NV physical agility testing administrator
- Additional, miscellaneous certificates (available upon request)

Personal

- Children: Jacob (23), Brian (18), Zachary (16)
- Hobbies: hunting, fishing, travel, and sports

087 - Chief Alternative Sentencing

Contact Information -- Person ID: 46190961

Name: Marlina Marie Stone Address:

Home Phone: Alternate Phone:

Email: stonem1946caddy@gmail.com Notification Email

Former Last Name: Melo Preference: Month and Day of Birth: 03/05

Personal Information

Driver's License: Yes, Nevada ,

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences

Types of shifts you will accept: Day , Evening , Night , Rotating , Weekends , On Call (as needed)

Objective

I am available to work any assigned shifts, hours, rotating schedule that is available and remain on call.

Education

College/University Did you graduate: Yes
San Jose State Major/Minor: Major: Criminal Justice
 www.sjsu.edu Administration, Minor: Sociology
 9/2001 - 5/2003 Units Completed: 123 Semester
 San Jose, California Degree Received: Bachelor's

Work Experience

Marshal Sergeant Hours worked per week: 40
 11/2016 - Present # of Employees Supervised: 12
 Municipal Court Name of Supervisor: W. Gregg Deighton - Chief
 https://www.reno.gov/government/municipal- May we contact this employer? Yes
 court
 1 S. Sierra Street
 Reno, Nevada 89509
 775-334-2290

Duties

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for providing Marshal services for the Reno Municipal Court; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

Reason for Leaving

I want to experience a new level of responsibility.

Marshal Sergeant Hours worked per week: 40
 9/2006 - 11/2016 # of Employees Supervised: 12
 Municipal Court Name of Supervisor: W. Gregg Deighton - Chief
 https://www.reno.gov/government/municipal- May we contact this employer? Yes

court
1 S. Sierra Street
Reno, Nevada 89509
775-334-2290

Duties

Supervise, assign, review and participate in Marshal services to include Hard Working alternative sentencing, specialty court, community outreach, court operations, Leadership court security, serving warrants, court orders and pre-trial services. Maintain and organize the yearly departmental training.

Languages

Participate in managing grant funded specialty court programs.
Portuguese
Marshal, Municipal Court, Reno
Spanish
September 2006 - November 2016

Reason for Leaving

I am seeking an opportunity to enhance my current skill set and challenge my career growth and development.

Certificates and Licenses

Type: Indiko Plus Operator Certified
Number: unk
Issued by: Thermo Fisher
Date Issued: 6 /2015 Date Expires: 6 /2016

Type: December 2004 - Present
Number:
Issued by:
Date Issued: 12 /2004 Date Expires: 1 /2021

Type: Field Training Officer
Number:
Issued by:
Date Issued: 8 /2015 Date Expires:

Type: Taser Instructor
Number: 991118007321412871346C
Issued by: Taser International
Date Issued: 9 /2008 Date Expires: 9 /2010

Type: Drug Recognition Expert
Number: DRE017592
Issued by: IACP Drug Evaluation and Classification Program
Date Issued: 5 /2010 Date Expires: 7 /2012

Type: Basic, Intermediate, Advanced and Supervisor POST
Number:
Issued by: Nevada POST
Date Issued: 12 /2004 Date Expires: 12 /2019

Type: Basic and Advanced SWAT school

Number:

Issued by: Federal Bureau of Investigation

Date Issued: 8 /2008 Date Expires:

Type: NADCP Drug Court Conferences

Number:

Issued by: National Association of Drug Court Professionals

Date Issued: 8 /2010 Date Expires: 7 /2016

Type: Crisis Intervention Training

Number:

Issued by: United States Department of Veterans Affairs

Date Issued: 7 /2014 Date Expires:

Type: Mentor 360 Blueprint

Number:

Issued by: Non-profit program to benefit at risk youth through local elementary schools

Date Issued: 8 /2011 Date Expires: 6 /2012

Type: Treasurer of the protective association

Number:

Issued by: Reno Marshal Protective Association

Date Issued: 1 /2010 Date Expires: 12 /2017

Type: Community Outreach

Number:

Issued by: Community Outreach events included: Tip a cop, Holiday with a Hero, career fairs, homeless connect

Date Issued: 11 /2016 Date Expires: 1 /2020

Skills

Office Skills

Typing:

Data Entry:

Languages

Portuguese - Speak, Read, Write

Spanish - Speak, Read

Additional Information

Professional Associations

Volunteer, Reno Rescue Ranch, Reno

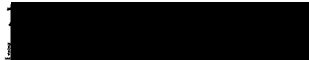
References

Professional

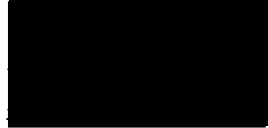
Baker, Mary

Parole Board Commissioner

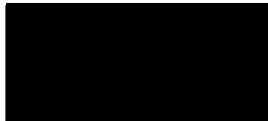




Professional
Eversull, Ana
Specialty Court Case Manager



Professional
Deighton, Gregg
Chief



Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Marlina Stone Resume Final copy.pdf	Marlina Stone Resume Final copy.pdf	Resume	Job Seeker
Basic POST.pdf	Basic POST.pdf	Other	Job Seeker
Intermediate POST.pdf	Intermediate POST.pdf	Other	Job Seeker
Advanced POST.pdf	Advanced POST.pdf	Other	Job Seeker
Supervisor POST.pdf	Supervisor POST.pdf	Other	Job Seeker
Bachelors Degree.pdf	Bachelors Degree.pdf	Transcript	Job Seeker
Cover Letter.pdf	Cover Letter.pdf	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Have you been previously employed by Carson City?

A: No

2. Q: How did you learn of this vacancy?

A: Carson City Employee

3. Q: Are you related to a current or former employee of Carson City?

A: No

4. Q: If you stated "yes" to the above question, please state the employee's name and the department for which they work.

A: n/a

5. Q: Have you ever been convicted of a criminal offense (felony, gross misdemeanor or misdemeanor) and/or do you have criminal charges that were filed and are pending against you? Please answer "Yes" or "No". If you answer "Yes", please provide specific details for each occurrence including: 1. Date; 2. Location; 3. Charge and description of the offense; 4) Penalty/Disposition. If you have questions or concerns, please contact Human Resources at (775) 887-2103.

A: No.

6. Q: Are you a veteran who has been honorably discharged from the United States military? If so, please attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" to your application at time of submittal.

A: No

7. Q: Are you currently a citizen of the State of Nevada?

A: Yes

8. Q: By clicking on the "yes" button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that all offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing, verbal statements may not be relied upon. Employment is "at-will", unless specifically stated otherwise. "At will" means Carson City may terminate my employment at any time, with no advance notice, and for any reason or no reason. I understand that if I am asked, I will have to verify any and all information given on this application. I understand that this application is the property of Carson City and will not be returned. If I am hired, the application will become part of my personnel file. I authorize Carson City to investigate my background by contacting my references and to make an independent investigation of any character, conduct and employment records; including, but not limited to, criminal and traffic records. I hereby release all employers, schools, or persons from all liability in responding to inquiries in connection with my application. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment, regardless of length of employment. I will be required to submit to a criminal background check. I may be required to submit to a pre-employment drug and/or alcohol test. I understand that if I am hired into a sworn position with the Fire Department or an FTA/FMCSA covered position, I will be subject to random drug and/or alcohol testing. I may be required to participate in a written examination, oral examination, medical examination and/or any other examination deemed necessary by the Department/Office to determine if I meet the minimum qualifications of the position. I understand that I must notify Human Resources of any changes in my name, address, or phone number. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. Carson City participates in E-Verify.

A: Yes

Marlina Stone

SERGEANT OF THE RENO MARSHAL DIVISION

To: Hiring Committee

Consolidated Municipality of Carson City, Department of Alternative Sentencing

Dear hiring committee,

It is with great honor and enthusiasm that I am applying for the position of Chief for the Department of Alternative Sentencing. I have always aspired to be in a leadership position who's focus encompasses supervising probationers, supervision of a drug and alcohol analysis laboratory and being an integral member of various specialty court programs within our community.

I am a graduate of San Jose State University with a Bachelors of Science in Criminal Justice Administration. Currently I am enrolled and almost completed with the Credible Leadership Program through the National Command and Staff College. I am also enrolled and progressing through module 1 of the Management Post program.

My dedication and ambition has prepared my career for this very position. I have supervised misdemeanor, gross misdemeanor and felony probationers through intensive supervision, inter-state compact, residential confinement and multiple specialty court programs. Because of my background and experience, I was instrumental in the development of the alternative sentencing unit within the Reno Municipal Court. With the new addition of this unit I was was able to obtain my certification to collect, operate and submit data analysis and reports through our very own drug analysis laboratory. Lastly my involvement with specialty courts over the last 16 years have always included integrating best practices accomplished through education of the National Association of Drug Court professionals.

In closing, I am thrilled at the possibility and would greatly appreciate the opportunity to meet each of you to discuss the value that I can bring to the Department of Alternative Sentencing.

To schedule an interview please feel free to contact me at _____ or

_____. Thank you for your time and consideration.

Sincerely,

Marlina Stone



Marlina Stone

SERGEANT OF THE RENO MARSHAL DIVISION

Profile

More than 16 years of establishing credible relationships with both our community and the judicial system. Major strengths include integrity, purpose, competency and vision. Skills include developing awareness and knowledge with a focus of accomplishing and promoting individual and organizational growth and success.

Employment History

Marshal Sergeant, Municipal Court, Reno

November 2016 — Present

- Supervise, assign, review and participate in Marshal services to include alternative sentencing, specialty court, community outreach, court operations, court security, serving warrants, court orders and pre-trial services.
- Maintain and organize the yearly departmental training.
- Participate in managing grant funded specialty court programs.

Marshal, Municipal Court, Reno

September 2006 — November 2016

- Court security and compliance
 - Fugitive apprehension
 - Adult probation to include all specialty court programs
1. Specializing in clients with co-occurring disorders to include dual diagnosis mental health conditions and substance abuse related addictions.
 2. Ensuring compliance with medication management, treatment attendance, random drug and alcohol testing, routine home visits, work force development and writing extensive violation and compliance reports to the respective specialty court programs.
 3. Collecting, operating and processing urine specimens in the drug lab.

Adult Parole and Probation officer, Department of Public Safety, Reno

December 2004 — September 2006

- General supervision, house arrest and drug court to include mental health court
1. Monitor and enforce offender compliance with the conditions of their community supervision.
 2. Ensure objective sentencing information and recommendations are submitted to the District Court and Parole Board of the State of Nevada.

Education

Bachelor of Science in Criminal Justice Administration, San Jose State University, San Jose

September 2001 — May 2003

Details

Skills

Teamwork
Communication
Highly Motivated
Hard Working
Leadership

Languages

Portuguese
Spanish

Hobbies

Horse back riding, camping, boating, playing the piano and restoring old cars.

References

Mary Kathryn Baker from Nevada Board of Parole Commissioners
[REDACTED]

Ana I. Eversull from Reno Municipal Court, Specialty Court Case Manager
[REDACTED]

W. Gregg Deighton from Reno Marshal Division, Chief
[REDACTED]

Courses

Management Program, Nevada POST

October 2020 — Present

Credible Leadership Program: Competency and Mastery, National Command and Staff College

January 2020 — Present

Extra-curricular activities

Volunteer, Reno Rescue Ranch, Reno

October 2020 — January 2021

Reno Rescue is a non-profit organization focused on tackling the issue of horses in need.

- Horse Care to include; cleaning the paddocks, grooming and general improvements

Internships

Intern, County of Santa Clara Probation Department, San Jose

May 2002 — March 2003

- Assigned to the Adult Division
 1. Assisted with collection of fines, restitution and fees.
 2. Coordinated sign ups for electronic monitoring.
 3. Provided support with multiple case management services to include employment, treatment and community service.

Certifications and Achievements

Reno

December 2004 — Present

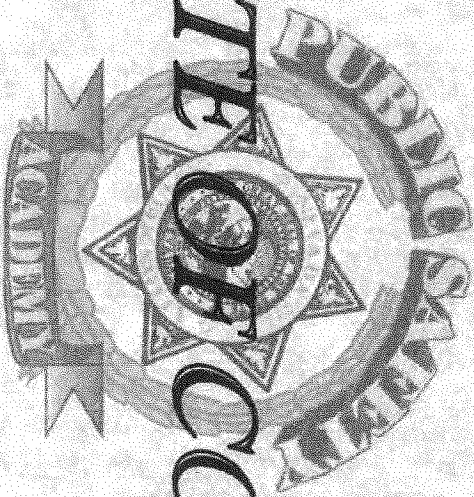
- Field Training Officer
- Taser Instructor
- Drug Recognition Expert
- Basic, Intermediate, Advanced and Supervisor POST
- Basic and Advanced SWAT school
- NADCP Drug Court Conferences
- Indiko Plus Operator Certified
- Crisis Intervention Training
- Mentor 360 Blueprint
- Treasurer of the protective association
- Community Outreach

State of Nevada
DEPARTMENT OF PUBLIC SAFETY
Training Division

Confers This



CERTIFICATE OF COMPLETION



Upon

Martina M. Melo

For successfully completing Basic Academy LIII
Category I - 584 hours
Dated this 2nd Day of December, 2004


Aramis P. Pabon, Commander


Rick Keema, Chief

STATE OF NEVADA

COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING

Hereby Awards the

Intermediate Certificate

To

MARLINA M. STONE

For having fulfilled the requirements for Intermediate Certification as prescribed by Nevada Revised Statutes.

[Signature]

Governor

[Signature]

Executive Director, Commission on Peace Officers' Standards and Training

Presented this 8th day of September, 2011

STATE OF NEVADA

COMMISSION ON PEACE OFFICERS' STANDARDS AND TRAINING

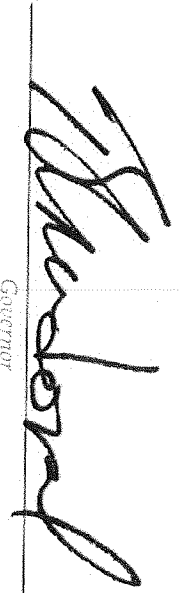
Hereby Awards the

Advanced Certificate

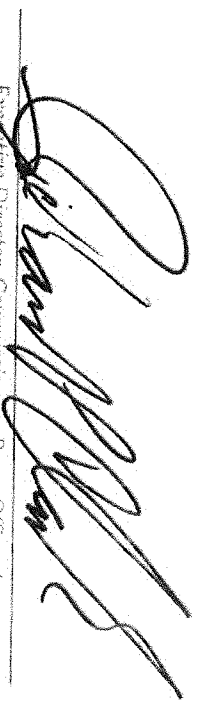
To

MARLINA M. STONE

For having fulfilled the requirements for Advanced Certification as prescribed by Nevada Revised Statutes.



Governor



Executive Director, Commission on Peace Officers' Standards and Training

Presented this 8th day of September, 2011

State of Nevada

Commission on Peace Officer Standards and Training

This certifies that

Marlina M. Stone

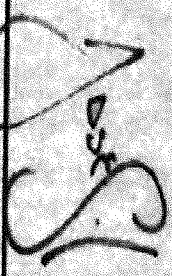
POST ID # 23205

Has successfully completed all requirements ascribed in NAC 289.270,
the Commission on Peace Officer Standards and Training

Hereby awards this

Supervisor Certificate

On this 18th Day of December 2019



Chairman,

Commission on Peace Officer Standards and Training



Executive Director

Commission on Peace Officer Standards and Training

The Trustees of

The California State University

on recommendation of the faculty of

San José State University

have conferred upon

Marlina Marie Mela

the degree of

Bachelor of Science

Criminal Justice Administration

Minor: Sociology

with all the rights and privileges pertaining thereto
Given by the Trustees of The California State University at
San José this twenty-fourth day of May, two thousand three.

Way Davis

Governor of California and President of the Trustees

Nelva J. Jara

Chair, Board of Trustees

Charles A. Reed

Chancellor of The California State University

Robert K. Carl

President of the University

