



Simon Vega

Constable Deputy, Civil Process Enforcement

☎ (512) 555-1847 ✉ simon.vega@example.com

🌐 linkedin.com/example/simonvega 📍 Round Rock, TX 78664

STRENGTHS

- 👤 **Courtroom composure**
During courtroom simulations, maintained orderly security, clear communication, and calm responses when scenarios became disruptive or unexpected.
- ♥ **Careful documentation**
Built service packets and incident reports that instructors could follow easily, strengthening accountability across court and enforcement records.
- ➦ **Safe field execution**
Applied officer safety practices during warrant, transport, firearms, and vehicle exercises, earning trust during supervised scenario work.
- 🗣️ **Public communication**
Role played difficult conversations with recipients, witnesses, and community members, keeping explanations respectful and easy to follow.
- 👥 **Team coordination**
Shared radio updates and resource needs during emergency drills, helping peers and partner agencies maintain a common operating picture.

SKILLS

Civil process service
Warrant execution
Arrest procedures
Criminal justice system
Incident report writing
Court security Bailiff procedures
Prisoner transport
Emergency response
Traffic functions Building security

SUMMARY

Early career law enforcement candidate prepared to support court operations, **civil process enforcement**, patrol functions, and public safety in Cedar Ridge County. Holds an active Texas peace officer license and TCOLE Basic Peace Officer Certification, supported by supervised field practice in arrests, warrant execution, prisoner transport, court security, traffic contacts, emergency response, and **incident report writing**. Training developed safe firearms handling, **police vehicle operation**, radio communication, computer based reporting, defensive tactics, de escalation, and professional public interaction. Academic work covered criminal justice procedures, civil process records, property seizure, levied property auctions, **Justice of the Peace** courtroom operations, and interagency coordination. Ready to contribute sound judgment, careful documentation, physical readiness, and respectful service while helping maintain secure, orderly, and accountable enforcement operations.

EDUCATION

Associate of Applied Science in Criminal Justice

Austin Community College 🎓 GPA: 3.8 📅 2026 📍 Austin, TX

Coursework: *Criminal justice system, civil process, arrest procedures, court security*

TECHNICAL SKILLS

- **Law Enforcement Procedures:** Arrest practices, warrant execution, detention procedures
- **Civil Process Operations:** Court papers, service returns, property seizure
- **Court Security:** Bailiff operations, entry screening, courtroom order
- **Incident Documentation:** Incident reports, execution records, case files
- **Emergency Response:** Disaster response, crisis response, resource requests
- **Firearms and Defensive Tactics:** Firearms safety, qualification procedures, defensive tactics
- **Police Communications:** Police radios, radio updates, emergency communication
- **Vehicle Operations:** Police vehicles, patrol inspections, safe vehicle operation
- **Criminal Justice Systems:** Criminal justice system, arrest law, court procedures
- **Public Safety Technology:** Computer equipment, reporting systems, records databases
- **Traffic and Identification:** Traffic contacts, vehicle titles, serial number checks
- **Professional Screening:** Background checks, physical examination, psychological examination

EXPERIENCE

Constable Deputy Field Practicum

University Project 📅 January 2026 - August 2026 📍 Round Rock, TX

Completed supervised academy field practice covering patrol, court security, civil process, arrests, prisoner transport, **emergency response**, reporting, and safe equipment operation. Applied Texas criminal justice procedures during realistic scenarios involving public contact, unexpected events, partner agencies, and instructor reviewed documentation.

- Applied Texas criminal justice procedures during supervised detention, arrest, warrant, traffic, and emergency scenarios
- Prepared **incident reports** documenting observations, actions, evidence, and disposition details for instructor review
- Executed mock criminal **warrants** and **civil process** assignments with identity verification and return documentation
- Demonstrated safe **firearms** handling, defensive tactics, radio communication, and emergency vehicle operation in controlled exercises
- Completed **prisoner transport** scenarios with searches, restraint checks, vehicle inspections, and custody transfer records

Person inspections

Missing person response

Firearms safety

Radio communications

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Constable Deputy Field Practicum at University Project (7 Months)

● Court Process and Public Safety Project at Capstone Project (3 Months)

● Patrol and Emergency Response Practicum at Student Lab (7 Months)

- Used de escalation, clear commands, and timely radio updates during unpredictable public safety encounters

Court Process and Public Safety Project

Capstone Project 📅 September 2025 - December 2025 📍 Round Rock, TX

Completed an academic capstone focused on civil and criminal court process, service records, property seizure, courtroom security, public communication, and reliable support for Justice of the Peace operations.

- Mapped civil and criminal court process from issuance through service and return for accountable records
- Built sample service packets and execution logs for court orders, **warrants**, and property processes
- Analyzed property seizure and levied property cases covering custody, notice, documentation, and auction duties
- Simulated **Justice of the Peace** courtroom security with screening, **bailiff** positioning, and emergency communication
- Practiced professional communication with process recipients, witnesses, agency representatives, and concerned community members
- Presented findings linking accurate records, procedural compliance, communication, and officer safety to court support

Patrol and Emergency Response Practicum

Student Lab 📅 January 2025 - August 2025 📍 Round Rock, TX

Completed supervised laboratory training in building security, person inspections, missing person response, **traffic functions**, vehicle identification, disaster response, patrol readiness, and field communication.

- Completed supervised scenarios involving **building security**, **person inspections**, missing person response, and traffic functions
- Used training **radios** and computer reporting tools to record calls, actions, identifiers, and status changes
- Performed patrol vehicle inspections covering safety equipment, communications gear, vehicle condition, and readiness
- Applied measured decisions during disaster simulations, prioritizing scene safety, resources, and partner coordination
- Practiced controlled **police vehicle operation** with observation, positioning, hazard recognition, and procedure compliance
- Maintained physical readiness through standing, climbing, kneeling, lifting, carrying, gripping, and field movement exercises

PROJECTS

Civil Process Accountability Study 📅 2025

Mapped court papers, warrants, service records, execution returns, property seizure documentation, and auction files into a clear accountability workflow.

Emergency Communications Simulation 📅 2025

Practiced radio updates, public communication, resource requests, and interagency coordination during disaster and unexpected law enforcement scenarios.

LEADERSHIP & AWARDS

- Criminal Justice Program Dean's List, 2025
- Law Enforcement Scenario Performance Recognition, 2026
- Criminal Justice Capstone Presentation Award, 2025

CERTIFICATIONS

- Active Texas Peace Officer License 📅 2026
- TCOLE Basic Peace Officer Certification 📅 2026
- CPR, AED and First Aid Certification 📅 2026

PROFESSIONAL AFFILIATIONS

- Criminal Justice Student Association, Peer Scenario Coordinator, 2025 - 2026
- Campus Public Safety Preparedness Volunteer, 2025 - 2026
- Academy Study Group, Procedure and Report Writing Peer Lead, 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST