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📍 Round Rock, TX 78664

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

2026

Austin Community College GPA: 3.8

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

SKILLS

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|---------------------------|---------------------------|----------------------|---------------------------|
| • Civil process service | • Incident report writing | • Emergency response | • Missing person response |
| • Warrant execution | • Court security | • Traffic functions | • Firearms safety |
| • Arrest procedures | • Bailiff procedures | • Building security | • Radio communications |
| • Criminal justice system | • Prisoner transport | • Person inspections | |

EXPERIENCE

Constable Deputy Field Practicum

January 2026 - August 2026

University Project

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

Court Process and Public Safety Project

September 2025 - December 2025

Capstone Project

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

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST