

Cathy Jo Jones
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OBJECTIVE

To obtain a remote position in the field of criminal justice utilizing the leadership experience skills I gained as a public servant in federal law enforcement for over twenty six years, teaching experience, and advanced education degree background.

PROFESSIONAL EXPERIENCE

Law Enforcement Liaison

Off Duty Management
1908 Avenue D A300
Katy, TX 77493
May 2020-Present

- Serve as a liaison between Off Duty Management personnel and active, high-ranking law enforcement command staff by opening communication pathways between parties.
- Target and recruit state and local law enforcement agencies based on established senior-level relationships and development of new professional contacts.
- Secure and assist in calendaring informational demonstrations concerning the comprehensive solutions offered by Off Duty Management.

Adjunct Professor

Alice Lloyd College
100 Purpose Road
Pippa Passas, KY 41844
August 2019-January 2020

- Served as an adjunct professor in the Department of Criminal Justice.
- I instructed two courses during the 2019 fall term: Judicial Process (CJ 303); Domestic and International Terrorism (CJ 372).
- I volunteered to serve as the coordinator of the criminal justice student internship program. I met with fifteen students to discuss their career aspirations. I coordinated with the Career Services Office and at the direction of the Registrar's Office to ensure the students met the established requirements. I contacted multiple federal, state, and local government agencies and non-profits to explore potential partnerships based upon the students' interests. I received commitments from the Kentucky State Police, Mt. Washington Police Department, United States Probation Office, U.S. Marshals Service, and the Kentucky River Children's Advocacy Center-Care Cottage.
- I identified and collaborated with stakeholders throughout eastern Kentucky to promote awareness of the Department of Criminal Justice. I secured guest speakers to reinforce key course topics and to provide current information on job duties and education requirements, to include the following personnel: United States Magistrate Judge Edward B. Atkins for the Eastern District of Kentucky, Director Lindsey Hix of the Kentucky Intelligence Fusion Center/Kentucky Department of Homeland Security, Supervisory United States Probation Officer Deana Kincer, Social Worker Byron Hall-Division of Protection and Permanency, and Sgt. Michael Murriel, Kentucky State Police Recruiter.

- Demonstrated ability to work effectively and collegially with students, staff and faculty from diverse backgrounds and programs.
- Classroom lectures included PowerPoint presentations and utilization of the firearms simulator.
- Created syllabi, identified course materials, and made assignments to support course learning outcomes as defined by the Department of Criminal Justice.

The United States Marshals Service is primarily responsible for protecting the integrity of the federal judicial process. The United States Marshals Service missions also include fugitive investigation, threat investigations, protecting federal witnesses, prisoner transportation and handling, and managing and selling seized assets. I worked in multiple positions, to include serving as the Agency's Deciding Official for adverse actions, United States Marshal for the Southern District of Ohio, Chief Deputy U.S. Marshal, Assistant Chief Deputy U.S. Marshal, Chief of the Office of Recruiting, Chief of the Gang Resistance Education and Training Program, Supervisory Deputy U.S. Marshal, and Deputy U.S. Marshal. These positions required the display of the utmost integrity and ability to build positive working relationships.

United States Marshals Service

Deciding Official

Chief Inspector

Office of the Director

United States Marshals Service Headquarters

January 2012-January 2018 (retired)

- Appointed by the Director of the U.S. Marshals Service to serve as the Agency's Deciding Official for adverse actions. This was a remote position at home with routine travel.
- Reviewed the summaries and official reports of investigation involving allegations of misconduct and the U.S. Marshals Service Proposing Official's proposal letters in order to determine the appropriate level of disciplinary action in accordance with applicable laws and Agency policies and procedures. I decided approximately 500 misconduct cases and proposed medical removals based upon inability to perform the duties of a Deputy U.S. Marshal.
- Reviewed Office of Inspector General and Agency internal affairs investigative cases which involved ethics violations, sexual harassment, workplace conflict, use of force, criminal misconduct, alcohol and substance abuse, marital issues, financial distress, medical inability to perform, and lack of candor.
- Scheduled and conducted oral replies with the employee and designated representative/attorney.
- Determined if the charges and specifications as outlined in the proposal notices were met by the preponderance of the evidence.
- Considered and applied relevant Douglas Factor considerations and wrote the final Agency decision letters. Final decisions included case closures, letters of reprimand, suspensions without pay, settlement agreements, and removals from the Agency.
- Served with full and independent authority on final resolution of the disciplinary cases in consideration of the Agency's Table of Offenses and Penalties and the Code of Conduct.
- Testified at the U.S. Merit Systems Protection Board upon appeal by the employee.
- Testified at arbitration hearings and mediation hearings.
- Conducted disciplinary action and performance management training for Chief Deputy U.S. Marshals, Chief Inspectors, Supervisors, and Basic Deputy U.S. Marshals on a quarterly basis. Developed course curriculum and Power Point presentations, and conducted classroom lectures.
- Worked collaboratively with the U.S. Marshals Service Office of General Counsel, Office of Professional Responsibility-Internal Affairs and Discipline Management, Human Resources Division, and the Federal Law Enforcement Training Center.
- Imposed alternative sanctions, which included diversity and cultural sensitivity training.
- Position required the highest standards of ethics, confidentiality, and written, oral, and interpersonal skills.
- Position required several technical competencies, to include data entry into the Agency Disciplinary Tracking Systems (Lotus Notes and RAPS). I also utilized Microsoft Office Word

to craft decision letters and I maintained a Microsoft Excel spreadsheet to track disciplinary cases.

- Top Secret Clearance was required.

United States Marshal

Southern District of Ohio

October 2009-January 2012

Responsibilities included:

- Recommended by United States Senator Sherrod Brown (D-OH), nominated by the President of the United States of America and unanimously confirmed by the United States Senate to serve as the United States Marshal for the Southern District of Ohio.
- Served in the acting capacity from October 2009-August 2010 and confirmed in August 2010.
- One of 94 presidentially appointed U.S. Marshals, who directed the activities of their respective federal judicial districts.
- Responsible for the management, administration, and direction of operations throughout the district, which consisted of the southern 48 counties in Ohio. Responsibilities included leading and directing a staff whose core missions included security and protection of the United States Courts, criminal investigations, fugitive apprehension, execution of federal court orders and other law enforcement activities.
- Represented the Agency at law enforcement meetings, community events, and networked with leaders of federal, state, and local law enforcement.
- Built relationships with heads of federal agencies at the district level, Sheriffs, Chiefs of Police, and state law enforcement executives to increase awareness of missions and develop collaborative efforts. Served as guest speaker for several notable events, such as Buckeye State Sheriff's Assoc.

Chief Deputy U.S. Marshal

Southern District of Ohio

March 2008-October 2009

Responsibilities included:

- Directed the day-to-day activities of thirty-six operational and administrative employees across the Southern District of Ohio, encompassing six judicial facilities serving forty-eight counties.
- Supervised the district administrative functions to include: financial management, procurement, human resources management, and property management. Total workplan budget and grant allocations for fiscal year 08 totaled \$1,386,000.00.
- Established and maintained liaison with agency leaders from federal, state, and local law enforcement, judiciary, news media, faith-based and educational institutions.
- Southern Ohio Fugitive Apprehension Strike Team Chief responsible for overall leadership and management of over 75 task force officers assigned from 46 partnering federal, state, and local law enforcement agencies throughout the Southern District of Ohio.
- Developed and led quarterly meetings with federal, state, and local heads of agencies, such as Chiefs of Police, Sheriffs, United States Attorney, to conduct updates on collaborative efforts, review priorities, and improve relationships and secure continued support of task force operations.
- Served on the Organized Crime Drug Enforcement Task Force (OCDETF) Advisory Council which focused on strategic, intelligence-based targeting of major drug-trafficking and money-laundering organizations.
- Member of the Midwest Gang Investigators Association, Women in Federal Law Enforcement (WIFLE), and the International Association of Women's Police (IAWP)

Assistant Chief Deputy U.S. Marshal

Southern District of Ohio

July 2007-February 2008

Responsibilities included:

- Traveled to Liberia as the managerial criminal investigator assigned to extradite a prisoner from Monrovia to the United States to face criminal charges. Responsibilities included collaborating with the U.S. Embassy personnel, Liberian National Police, and Monrovia prison officials.
- Commander of Operation FALCON (Federal and Local Cops Organized Nationally). Recruited federal, state and local partners, approved operational plans, coordinated district enforcement activities, conducted media ride-a-longs, and served as the lead official for the multi-agency head press conference in Columbus, Ohio.
- Conducted district self-assessment in support of the Resource Analysis Division and Office of Inspections, to include gathering and compiling statistical information and demographics. Developed written corrective actions plans for identified weaknesses.
- Began service as a voluntary member of the USMS National Critical Incident Response Team. Completed specialized training and deployed for any event an employee might experience on or off the job that is outside of the realm of normal human experience and that could be expected to produce significant emotional or physical reactions, such as a shooting, suicide, terrorist attack, hostage situation, or a catastrophic natural event.
- Began service as a voluntary member of the USMS National Asset Forfeiture and Asset Forfeiture Leadership Working Group per the request of the Assistant Director. I provided experience and advice regarding best practices, deployment of resources, and policy development.

Chief of the Office of Recruiting

United States Marshals Service Human Resources Division

February 2007-June 2007

Responsibilities included:

- Assigned by the Director of the U.S. Marshals Service to develop and establish the Office of Recruitment (OCR) on a 120-day tour of duty as the acting Chief of the Office of Recruiting.
- Developed the mission and responsibilities of the OCR and made recommendations on future staffing needs. Completed recommendations orally and in writing to the Director, Deputy Director, Chief of Staff, and Asst. Director of the Human Resources Division.
- Established the first USMS Federal Career Intern Program to recruit and hire Deputy U.S. Marshals in support of the Director's 2007 priority to hire the most qualified and diverse workforce.
- Developed a recruiting web site and organized the outreach effort to include 2,389 target applicants and successful interviews of 1,277 candidates by 110 interviewers nationwide.
- Maintained and shared a task-based timeline, compiled running list of issues to be resolved, coordinated with Office of General Counsel, and developed an automated tracking system.
- Reviewed applicants' documents, to include Personnel Security Questionnaires, police reports, and drug use questionnaires, to make suitability and eligibility decisions in coordination with the Human Resources Division specialists.

Chief of the Gang Resistance Education and Training Program

United States Marshals Service

Office of the Director

December 2006-January 2007

The Gang Resistance Education and Training (G.R.E.A.T.) program is a school-based, law enforcement officer-instructed classroom curriculum. The program's primary objective is prevention and is intended as an immunization against delinquency, youth violence, and gang membership.

- Assigned by the Director of the U.S. Marshals Service to develop and establish the USMS National G.R.E.A.T. program based upon the experiences gained and successes of the G.R.E.A.T. pilot project in the Northern District of Ohio. This entailed creating a national implementation plan, organizational structure, target sites and five-year budget workplan.
- Traveled to New Orleans, Louisiana with the Bureau of Justice G.R.E.A.T. administrator to establish a G.R.E.A.T. program in the aftermath of Hurricane Katrina. Recruited and established liaison with the New Orleans Parish Sheriff's Office, city police, Progressive Baptist Church, NFL YET Center/Boys & Girls Club, and Martin Luther King, Jr. charter school.

- Compiled a strategic plan and presented it in writing and orally to the Director of the Bureau of Justice Assistance and the Director of the USMS for review and approval. In May 2007, the USMS received \$1.2 million dollars from the Office of Justice Programs, Bureau of Justice Assistance to implement the G.R.E.A.T. program on the national level based upon the proposal.

Assistant Chief Deputy U.S. Marshal

Northern District of Ohio

May 2002-November 2006

Responsibilities included:

- Served on the Cleveland Federal Executive Board's Limited English Proficiency (LEP) Committee to establish written policy directives and training in support of the Executive Order 13166, Improving Access to Services for Persons with LEP. Hosted a forum on LEP and national origin discrimination in order to learn concerns of diverse Cleveland ethnic communities. Identified and recruited guest speakers, conducted community and media outreach. Addressed LEP issues as a guest speaker at the 2005 Stand Against Hate, Hate Crimes Conference.
- One of the U.S. Marshals Service's 2006 priorities included elevating the stature and visibility of the USMS with Congress, Department of Justice, the judiciary, and the public. As the G.R.E.A.T. program coordinator, my role was to support this priority by establishing strong community ties with diverse organizations, to include law enforcement, educational, non-profit, corporate, and faith-based partners. Ultimately, creating safer schools and communities by building positive relationships among U.S. Marshals Service employees, youth, and families. I conducted G.R.E.A.T. training for new officers in California at the request of the Bureau of Justice Assistance program coordinator.
- Served as chair of the Federal Job Fair Committee. Responsible for identifying key community members to serve on the subcommittee, developing a strategic plan, conducting community outreach, recruiting federal agencies to participate, securing the venue, gaining media interest and conducting training sessions. 90 agencies participated and approximately 1,200 people attended the job fair and training sessions, to include resume writing and interviewing tips courses.
- Served on the Northern District of Ohio's Project Safe Neighborhoods Task Force, a multi-agency and community collaboration in support of the Attorney General of the United States' national gun-crime reduction strategy.
- Assisted U.S. Marshal Peter Elliott in the implementation of Fugitive Safe Surrender (FSS) in Cleveland, OH, to include oversight of volunteers. FSS is a collaborative effort between law enforcement, judicial officers, social services, community members and clergy to encourage wanted non-violent offenders to voluntarily turn themselves in and have their cases adjudicated in light of their acceptance of responsibility at a location such as a church.
- Served on the Director of the U.S. Marshals Service's Merit Promotion Board with seven other Chiefs throughout the country. Responsible for reviewing applicants' resumes and qualifications and recommending to the Director who he should promote to lead our agency.
- Served as a subject-matter-expert for the GS-1811-14 job analysis for the Agency's personnel officer, Human Resources Division, and GS-1811-13 application rating panel member.

Supervisory Deputy U.S. Marshal

Western District of Pennsylvania

December 1999-April 2002

Responsibilities included:

- Served as the immediate supervisor of eighteen operational and eight administrative staff for all daily operational and enforcement activities for offices in Pittsburgh, Johnstown, and Erie, PA, to include assigning detailed tasks, establishing office priorities, developing performance standards and evaluating performance.
- Served as the lead criminal investigator in the extradition of prisoners from Aruba and Jamaica to the United States of America. Traveled to the home countries and coordinated efforts with the U.S. Consulate in Curacao, the Public Prosecutor's Office, International Criminal Police Organization (Interpol), and the Aruba Police Force.

Deputy U.S. Marshal

Northern District of West Virginia-Wheeling

April 1996-November 1999

Northern District of Ohio-Toledo

June 1992-May 1996

Responsibilities included:

- Served on the USMS Director's EEO Advisory Committee.
- Responsible for conducting complex fugitive investigations, prisoner transportation, handling, and productions, protection of the federal judiciary, and seized assets collateral duty officer.

Adjunct Professor

Wheeling Jesuit University

Wheeling, WV

September 1999-December 1999

- Served as an adjunct professor in the Department of Criminal Justice.
- Position required excellent written, oral and interpersonal skills.
- Demonstrated ability to work collegially with Program faculty and diverse student population.

U.S. Air Force Federal Police Officer

Rickenbacker Air National Guard Base

Columbus, Ohio

October 1991-May 1992

Responsibilities included:

- Enforcement of State of Ohio motor vehicles laws
- Entry control and security of base property

EDUCATION

University of the Cumberlands

Williamsburg, Kentucky

Masters of Justice Administration

Graduated with 4.0 GPA: May 2020

Ohio Dominican College, now known as University

Columbus, Ohio

Bachelor of Arts, Criminal Justice Major

Graduated Summa Cum Laude: May 1991

River High School

Hannibal, Ohio (Monroe County)

High School Diploma

Honor Graduate: May 1987

HONORS AND AWARDS

2014 USMS Director's Honorary Award: Meritorious Service Award

2008 Crime Stoppers Law Enforcement Officer of the Year Award-Columbus, OH

2008 Outstanding Performance Award-Southern District of Ohio Chief Deputy U.S. Marshal

2007 USMS Director's Honorary Awards: Two Distinguished Group Awards-Northern Ohio Violent Fugitive Task Force Commander and Chief of the Federal Career Intern Program Recruitment and Implementation Plan

2006 USMS Director's Honorary Award: Leadership Beyond the Standard Award for performance as the Chief of the National G.R.E.A.T. Program

2006 Mahoning Valley Chiefs of Police Association Investigative Excellence Award

2006 Cleveland Federal Executive Board (FEB) Wings of Excellence Award for LEP manager

2005 Cleveland FEB Certificate of Achievement as fiscal year 2005 Program Manager

2005 USMS Director's Honorary Award: Leadership Beyond the Standard Award

2004 State of Ohio Attorney General's Distinguished Law Enforcement Group Achievement Award for the Northern Ohio Violent Fugitive Task Force (NOVFTF)
2004 City of Youngstown Proclamation-Mayor George McKelvey for NOVFTF achievements

PROFESSIONAL REFERENCES

Lisa Dickinson
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Lisa.Dickinson2@usdoj.gov

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United States Marshal (Presidentially-appointed)
Northern District of Ohio
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