

SAMPLE STUDENT

Palatine, IL 60067

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SUMMARY

Experienced **Law Enforcement** professional with expertise in supervising and coordinating the activities and operations within the Police Division of the Public Safety Department. Track record of ensuring security of the general public while decreasing crime rates.

EXPERIENCE

Palatine Police Department, Palatine, IL

Police Sergeant

October 20xx to Present

- Supervise and coordinate investigation of criminal cases by offering guidance and expertise to investigators and ensure procedures conducted in accordance with laws and regulations
- Maintain logs, prepare reports, and direct the preparation, handling, and maintenance of departmental records
- Explain police operations to subordinates to assist them in performing their job duties
- Cooperate with court personnel and officials from law enforcement agencies; testify in court as required
- Review contents of written orders to ensure adherence to legal requirements
- Evaluate job performance of subordinates and authorize promotions and transfers
- Investigate and resolve personnel problems within organization and charges of misconduct against staff

Police Officer

June 20xx to September 20xx

- Provided public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations
- Monitored and investigated suspicious persons and situations, safety hazards, and unusual or illegal activity in patrol area
- Collaborated with other officers on squad and department to prevent and deter crime
- Recorded facts to prepare incident reports and reviewed to determine if criminal act or statute violations were involved
- Offered aid to accident victims and other persons requiring first aid for physical injuries
- Investigated accidents to determine if crime committed and testified in court to present evidence and acted as witness in traffic and criminal cases

Macomb Police Department, Macomb, IL

Law Enforcement Internship

August 20xx to May 20xx

- Assisted administrative officers with tallying and analysis of crime statistics and read police reports to determine how a particular crime/incident should be classified
- Created and updated documents and forms for administrative use
- Teamed with the Crime Prevention Officer to create brochures, pamphlets and presentations on crime prevention measures as well as researched new methods of crime prevention
- Worked with dispatchers and assisted them in handling emergency and non-emergency telephone and radio calls
- Collaborated with the detective division to provide assistance in handling court documents and constructing criminal cases

EDUCATION

Western Illinois University, Macomb, IL
Bachelor of Science Law Enforcement and Justice Administration May 20xx

Harper College, Palatine, IL
Associate in Applied Science, Law Enforcement and Justice Administration May 20xx

VOLUNTEER ACTIVITIES

Lifesource, Glenview, IL March 20xx to Present

- Organize, supervise and publicize on location blood drives
- Serve as Community Donor Representative to discuss Lifesource in the community

Boys and Girls Club of America, Elgin, IL June 20xx to Present

- Mentor to young adults to inspire and enable all to realize their full potential as productive, responsible, and caring citizens