

EXHIBIT “A”

Benjamin C. Brown

Pastor of Redemption Church (Covington, Kentucky)

Teacher and Coach at Holmes High School (Covington, Kentucky)

2712 Birch Avenue, Covington, KY 41015

ben.brown@covington.kyschools.us

859.322.2321

To Whom It May Concern:

My family and I moved to Covington in 2013 when we started Redemption Church. I have pastored this church for the past ten years. I have also been a teacher and coach at Holmes High School since 2013. I met Nick Brockhoff during the 2015-2016 school year when he was a freshman at Holmes. For the next three years I had the opportunity to be one of his basketball coaches and see him in the school setting on a daily basis.

I know Nick made some bad decisions while in Washington D.C., but I would like to share with you the Nick I know. Nick was one of the best students we have had at Holmes High School. He had a 4.2 cumulative GPA and ranked #6 in his class out of 177 students. Nick would challenge himself in the classroom with taking the most rigorous classes offered at our school including IB Chemistry, IB History of Americas, AP Statistics, and IB English.

Nick was also a multisport athlete. As his basketball coach he was eager to learn and always worked hard. He was a great athlete but an even better person. He never complained about playing time, was willing to put his teammates before himself, and did whatever was asked of him on the basketball court and in the community. He was a quick learner and never gave up when things were difficult. If I needed help, Nick was one of the first people I would ask. He was willing to go out of his way to help others. He treated other students and staff with respect, worked hard in everything he set his mind to do, and was a humble student-athlete. I was both excited for Nick and hurt for our school when he had the opportunity to study abroad in Spain. It was a great opportunity for him, but we missed having him apart of our basketball team and school community. He is one of those students that you can't replace!

Washington D. C. will not be the defining moment of Nick Brockhoff's life. He is a good young man who made terrible decisions on a terrible day. He will make it right because Nick is that type of person. I am available to confirm the facts in this letter as necessary or to answer any questions. Thank you for your time.

Sincerely,

A handwritten signature in blue ink that reads "Benjamin C. Brown". The signature is written in a cursive style with a large, prominent "B" at the beginning.

David Lemus

1312 Maryland ave
Covington KY 41011
david23lemus@gmail.com

29th April 2023

To whom it may Concern,

Hello, my name is David Lemus, co-owner and manager of Lemus Home & Remodeling LLC here in Northern Kentucky since 2019. I have personally known The Brockhoff Family since my days in Holmes High School, the same school in which Nick and his siblings have attended.

Although I graduated before he was enrolled in High school, I played soccer with his older brothers David and Thomas, he was close friends with my younger brother who were in the same graduating class.

In the end of 2020, I was struggling with help, and I was able to connect with Nick. I hired him as an independent contractor and not as an employee since he was fairly new to construction and needed more experience. Nick started as my apprentice in the beginning of February in 2021, Nick was very punctual and reliable. He quickly got along with members on our work crew, and was very easy to mentor.

Even though Nick only worked for roughly two months till the end of April, he displayed such promise in the trade through his exhibit of adaptability and eagerness to learn. He never shy away from a task and performed it to his best ability despite my constructive feedback with a humbled attitude.

With this being said, it was disheartening to hear the news of his sentence. Nick is young and was naive, he will excel with proper mentors and help. I believe individuals like Nick, are the traits employers are looking for especially in construction. Not only was he an asset to my team but a joy to have.

If there are any further questions or concerns regarding this subject, feel free to reach back.

Sincerely,



David Lemus



131 Broadway Street
Loveland, Ohio 45140-8601
513-677-4040

Charles Pack
Eads Fence Company
131 Broadway
Loveland, OH 45140

April 20, 2023

Your Honor,

My family and the Brockhoff family have attended the same church for many years. Nick and his twin sister are the same age as my twin daughters. And Nick's older twin brothers are the same age as my son. For many years I was Nick's and his siblings' Sunday school teacher.

I am in a leadership role at a fence company in the Greater Cincinnati area. Over the years we have employed many looking for an opportunity after they were incarcerated. Things haven't always worked out, but when it does it is very rewarding to have played a role. Nick has construction experience and I would absolutely give him a chance at Eads Fence Company. Nick has made a grave mistake and is paying the price. I would like the opportunity to give him a career and the chance to get his life on track.

Sincerely,

A handwritten signature in black ink, appearing to be "Charles Pack", written in a cursive style.

Charles Pack
President/CFO
Eads Fence Company

EXHIBIT “B”

EXHIBIT “B”

UNITED STATES DISTRICT COURT
FOR DISTRICT OF COLUMBIA

UNITED STATES

Plaintiff,

Case No.: 0090 1:21CR00524-001

v.

NICHOLAS JAMES BROCKHOFF
Defendant.

DECLARATION OF MAUREEN PATRICIA BAIRD

I, Maureen Patricia Baird, declare that the following statements are true:

BACKGROUND OF DECLARANT

1. From March 1989 through September 2016, I was employed by the Department of Justice, Federal Bureau of Prisons, and served in many capacities. My last three positions held were Warden, Federal Correctional Institution, (FCI) Danbury, Connecticut (2009-2014), Senior Executive Service (SES) Warden, Metropolitan Correctional Center (MCC), New York (2014-2016), and SES Warden, United States Penitentiary, (USP), Marion, Illinois (2016-Retired).
2. In my capacity as Warden at these institutions, I was responsible for the overall operation and all components of each prison. I am fully knowledgeable of the operations and policies of the Bureau of Prisons, (BOP) and very specifically familiar with the operations of the Communication Management Unit at USP Marion. My professional experience of working in federal corrections included many areas. In two of the BOP Regional Offices I worked,

one of my duties included the classification and designation of newly committed inmates, as well as reviewing and approving inmate transfers to other federal prisons. Initial designations and subsequent transfers required a thorough review of the inmate's complete pre and post commitment record, in order to ensure accurate placement at an appropriate security level prison. Another one of my duties when I was assigned to the Regional Offices, was to review and respond to inmate grievances, regarding all topics pertaining to correctional programs, including appeals related to the discipline policy. Throughout the course of my career, in many of my positions, I was required to assess an inmate's risk formally and informally. This risk assessment was especially critical when an inmate was being considered for a lesser security prison transfer or a community program.

3. Since my retirement from the Bureau of Prisons, I have maintained contact with many former colleagues. Since early 2017, I have worked as an independent prison consultant and have provided expert witness testimony. I have kept abreast of new policies and laws that directly impact the Bureau of Prisons.
4. Most recently, I have been preparing reports for filing in various United States District Courts throughout the country. These reports are prepared for the purpose of Compassionate Release consideration or for inmates who are being considered for release under the Incarceration Reduction Amendment Act (IRRA). In preparation for these reports, I am required to review all the prison records of each inmate so I can provide a concise and thorough report for the Court.

5. I have previously been qualified as an expert witness in various U.S. District Courts in the areas of prison management, prison practices, and prison adjustment. I have never been found not qualified to testify as an expert witness.
6. A copy of my resume which includes my relevant work experience is attached to this report as Exhibit A.

SCOPE OF REPORT

7. I was contacted by Alex Stavrou, who is representing Mr. Nicholas James Brockhoff in a criminal matter in the District of Columbia (Washington, DC). Mr. Brockhoff is scheduled to be sentenced on June 2, 2023. Mr. Stavrou requested that I provide an overview of Nicholas' institutional adjustment during the pre-sentence phase of his incarceration and provide the Court information on likely security classification, an overview of his pre-sentence adjustment while incarcerated, and a description of the likely conditions of future confinement in the BOP, if a custodial sentence is imposed.
8. In preparation for my declaration, I reviewed the following documents:
 - Presentence Investigation Report
 - Express Employment Professionals Documents
 - Adams State University Notification of Test Score
 - Letter dated February 13, 2023, from Captain E. B. Luna, Northern Neck Regional Jail
9. Additionally, I calculated a preliminary security classification assessment utilizing the BOP's Program Statement 5100.08, Inmate Security Designation and Custody

Classification. An initial security classification and designation will be completed by the BOP following sentencing if a sentence of imprisonment is imposed.

EXECUTIVE SUMMARY

10. Nicholas Brockhoff, at the age of 19, impulsively chose to involve himself in a situation that will change the course of his life for many years to come. Because of the seriousness of the charges, if he receives a custodial sentence, he will likely serve his time in a Medium security federal prison, which will present several hardships for Nicholas. After serving almost two years in pre-trial/sentence custody, he has not presented as a management concern in any way. He is now 22 years old and has matured significantly during this time. He has served these past, almost two years in a county jail environment, which has very little to offer someone in pre-trial status. He has had little to no visitation, and only limited access to recreation and meaningful programming. Nicholas has made the best of a difficult situation and has furthered his educational efforts while in the county jail. I will provide information suggesting a sentence below the guidelines established, should the Court decide to consider a Time Served order.

11. Nicholas, age 22, has been in custody since May 27, 2021, and held without bond. He made an Initial Appearance in the U.S. District Court for the District of Columbia on June 23, 2021, and remained held without bond. As of the writing of this declaration he is being held at USP Lewisburg, located in central Pennsylvania, (as a holdover) and prior to that he was in Northern Neck Regional Jail in Warsaw, VA, from June 14, 2021, through December 27, 2022. His time spent at the jail was without incident. Nicholas is now fully aware of the gravity of his actions and has been nothing short of a model

inmate during this time period. A written statement was shared with me from the jail staff corroborating this assertion, which in my professional experience, is not a course of action correctional management staff take lightly. He has participated fully in all Court proceedings and has been forthcoming in the completion of the PSR.

12. Incarceration is difficult on any inmate, as physical and mental stress are part of adjusting to prison, but for someone as youthful as Nicholas, it can be especially challenging. Being incarcerated in a county jail, such as Northern Neck Regional Jail, where Nicholas spent more than 18 months, is extremely taxing and sometimes dangerous. In a recent January 16, 2023, article from *The Independent*, a January 6 defendant at Northern Neck Regional Jail, was stabbed in the face during a jail fight, reportedly because he and another group of inmates were watching Tucker Carlson in a group setting in the jail. (<https://news.yahoo.com/jan-6-defendant-stabbed-nose-020920853.html>) The defendant stated other inmates were calling them racists. If sentenced to a prison term, I anticipate Nicholas will experience targeting such as this, for the duration of his time in prison, both in jail and also in the BOP. As mentioned previously, he will likely be scored as a Medium security inmate, which increases the likelihood of being targeted by inmate peers and predators. Medium security facilities are replete with predators and also gang members, typically older with much more prison savvy than Nicholas. These types of more secure prisons also house inmates who have been housed in penitentiaries, and because of security classification changes, have worked their way to a less secure environment. Even though he has been in jail for approximately two years since his arrest, he has never previously run afoul of the law, with either arrests or convictions. Nicholas stands 6'5" and weighs 195 pounds. Despite his height, he is extremely lanky

and does not present as physically intimidating. His face reflects his youth and his inexperience in the world. He has not a single tattoo. These traits are easy marks, and when other inmates learn of his criminal offense, in my professional experience, he will become the target of threats and much worse, violence. Given the media attention of January 6 defendants, and the polarization of our communities at large, he will suffer the label of being a racist, amongst prison staff and other inmates, regardless of whether he espouses racist views. This label will complicate keeping him safe while in the BOP.

13. When an inmate is targeted as mentioned above, they oftentimes seek out a staff member and request protective custody. When this occurs, an inmate's housing status dramatically changes with placement in the Special Housing Unit (SHU). His prison world will become very small, isolated, and psychologically and physically arduous. Some inmates never return to the general population of a prison after seeking protective custody and literally finish their sentences in this housing status. Research has shown prolonged periods of time spent in SHU housing, can lead to a serious mental health crisis and general physical malaise. I predict Nicholas will eventually be housed in SHU due to his criminal offense, and the stigma attached will lead ultimately to him being unsafe while housed in general population.

14. Nicholas was incarcerated for over 18 months in Northern Neck. County jails, like Northern Neck, have few recreational activities, even fewer programming activities, and access to fresh air is limited to only a few hours each week. In addition, Northern Neck did not allow in-person social visits for the entire time Nicholas was incarcerated there. Prison visitation is one of the many tools used by staff and inmates alike to help maintain a positive adjustment to prison, remain hopeful for his future, and remain connected to

the free world and more importantly, his family. At the age of 19, he was without this important resource for nearly two years during a pandemic, that for many, free or incarcerated, was an extremely trying time.

15. His pre-sentence experience has been similar to that of which living in a SHU might be like. He has been separated from his family during the time of the pandemic. Rules for visitation and any congregating were severely restricted. He is reported to have never been a management concern during this time. Given these hardships, Nicholas still made good use of his time and took the initiative to further his college career while at Northern Neck. I reviewed documents wherein he exchanged course assignments with his instructor, and he has maintained impressive grades.
16. Following sentencing, if a custodial term is imposed, Nicholas will once again be transferred to another facility before landing at his designated BOP institution. The classification and designation process will likely take weeks or months. Only after arriving at an institution, will Nicholas be able to participate in programming, some recreation, and he will be under a case manager's responsibility to begin his process of eventual reentry into society.
17. Nicholas is still very young and will be, in all probability, one of the youngest offenders at his designated institution. Only 6% of the BOP population is age 25 years or less. In addition, he will likely be designated to a Medium security prison, due the charges involving a dangerous weapon and his young age. Offenders within his age group, are considered to be more likely to engage in violence and aggression, therefore, the younger defendants are assigned a greater number of security classification points. I have

completed and attached an initial scoring of his security level classification, utilizing the same policy and calculation method used by the BOP. (Attachment B) There may be additional security concerns which are not adequately reflected in the classification scheme. In circumstances where an inmate represents a lesser security risk (i.e., detainer removed, positive adjustment, etc.) than the assigned security level, the inmate may be placed in an institution outside normal guidelines. For example, where age is largely the contributing factor in the inmate's placement, the Management Variable, Lesser Security can be applied. Given the media attention and the polarization these cases involve, I would posit the BOP may very well assign him to a Medium level institution, and not flex him down to a Low security facility. As a former Designator with the BOP, I seldom experienced a Lesser Security Management Variable being applied during the initial classification period. The BOP designation process, as described below, will occur following sentencing and once the US Marshals share the necessary documents with the Designations and Sentence Computation Center (DSCC).

18. Nicholas does not qualify for other BOP programs that might make his stay in prison more meaningful. His conviction will render him ineligible to earn any earned time credit incentives under the First Step Act. Under the First Step Act, inmates can earn credits with program participation, toward either an earlier transfer to supervised release, in essence a reduction in sentence, of up to one year, and additional credits toward prerelease custody (halfway house / home confinement).

SECURITY CLASSIFICATION

19. There are five security levels utilized by the BOP to classify federal prisons. Those security levels include Minimum, Low, Medium, High, and Administrative. Sentenced inmates are ordinarily designated to federal prisons commensurate with their security levels. Pre-trial/pre-sentence detention facilities and federal medical prisons are classified as Administrative and are comprised of inmates of all security levels.
20. Following sentencing, inmates are initially classified and designated for service of their sentence by staff assigned at the DSCC. The documents utilized by the DSCC during the initial classification are the Presentence Investigation Report, Judgment in a Criminal Case, disciplinary record from prior or current commitment, and any additional relevant documents from various law enforcement agencies.
21. Several factors are considered when an inmate is initially classified. Some of the factors that impact classification include age, pending charges/detainers, seriousness of current offense, history of violence and escape, sentence length, and voluntary surrender status. Each of these areas have a corresponding point value, which is then totaled, to determine an inmate's overall security level.
22. DSCC staff also use Management Variables (MGTV) and Public Safety Factors (PSF) to account for additional security considerations, not captured in the other categories. The MGTV's and PSF's are used to justify an inmate's designation to an institution which is not commensurate with his numeric security point total. There are specific factors, which if applicable to an inmate, would indicate his need for increased security to protect society. In most cases, the PSF's impact the inmate's security level, causing an increase, which overrides the security point score. The PSF's for male offenders include Disruptive

Group, Greatest Severity Offense, Sex Offender, Threat to Government Officials, Deportable Alien, Sentence Length, Serious Escape, Prison Disturbance, Juvenile Violence, and Serious Telephone Abuse. The BOP will likely assign the PSF of Greatest Severity Offense and possibly Threat to Government Officials.

23. Custody Classification reviews are conducted annually by an inmate's case manager. Many of the same factors utilized to score the initial security classification, are used when scoring an inmate's custody level. Additional criteria utilized in the Custody Classification are percentage of time served, drug/alcohol abuse history, type and frequency of misconduct reports, responsibility demonstrated during the period of incarceration, and family/community ties. The outcome of the Custody Classification is used to determine if an inmate warrants a transfer to a lesser or greater security prison, or whether the current institution is appropriate to address his security needs and concerns.
24. As stated earlier in this declaration, I believe Nicholas would score as a Medium security classification. This classification is greatly affected by his young age and the offense involving a dangerous weapon, despite his non-existent criminal history.

THE FIRST STEP ACT

25. The First Step Act (FSA) was signed into law in December 2018. FSA provides that an eligible inmate in BOP custody, who successfully participates in EBRR Programs or PAs, will earn FSA ETCs, which can be applied toward:
- a. prerelease custody (i.e., transfer to a Residential Reentry Center (RRC) or home confinement for service of a portion of the inmate's sentence) or
 - b. transfer to supervised release (i.e., early satisfaction of the inmate's term of imprisonment) under 18 U.S.C. 3624(g).

22. While Nicholas can take classes in FSA programs, he will not be eligible for earned time credits toward obtaining an earlier transfer to supervised release (up to one year) or additional prerelease custody. Nicholas will only be eligible for Good Conduct Time of 54 days for each year and will serve approximately 85% of any sentence imposed by the Court.

RESTRICTIONS OF COUNTY JAIL AND HOLDOVER FACILITIES

23. Administrative facilities, like USP Lewisburg, as a holdover, do not offer meaningful programming since that is not part of the institution's primary mission. BOP programs, like the Residential Drug Abuse Program, vocational training courses, specific adult continuing education courses, and Release Preparation Programs are usually only available for sentenced offenders upon arriving at their final designated institutions. Not only is Nicholas not participating in programs at USP Lewisburg, but he also had few opportunities at Northern Neck County Jail.

CONCLUSION

24. The time Nicholas has served thus far in pre-trial status, has been fraught with unusual and extraordinary hardships, especially for someone so young. These hardships were largely out of his control. He has been completely isolated from family and friends due to the pandemic and distance. He has spent prolonged periods of time in a county jail, which is not an ideal place to serve time. His custody classification that will be completed by the BOP, will likely reflect a Medium security placement, which is sure to be difficult to serve due to his offense, stigma of being associated with the events of

January 6, and his age. Should the Court impose a term of confinement to reflect Time Served, this may suffice to punish and exact the desired effect on Nicholas Brockhoff.

25. Also, of importance, Nicholas has focused on his future and has secured a promise of employment from his most recent employer, Lemus Home and Remodeling. In addition, he has a back-up plan with a second offer of employment from a fencing company to be a fence installer. His focus forward demonstrates his steadfast desire to move on from this dark time in his life.
26. Nicholas has a supportive family, has shown maturity over the past two years while facing an extremely difficult situation, and has plans to resume his college career and put this horrible lapse in judgement behind him.

Executed on this 2nd day of May 2023.


Maureen P Baird (May 2, 2023 14:26 EDT)

Maureen P. Baird

EXHIBIT A

Maureen Patricia Baird

Professional Profile

I currently work as a Corrections Consultant, specializing in the area of Federal Corrections. I have provided Expert Witness testimony in United States District Courts, at Sentencing Hearings for defendants who are facing a sentence of incarceration in the Federal System. I work as an independent Consultant and provide consulting services on all aspects of the Federal Prison System for private attorneys, Federal Defenders Offices and individuals and family members of those facing a possible federal prison sentence or those who have already been sentenced/incarcerated. I have prepared numerous Declarations for Attorneys within the U.S., and for Barristers/Solicitors in the United Kingdom, working on extradition cases. I have also provided Expert Testimony at Extradition Hearings in the Westminster Magistrates 'Court in the UK regarding conditions of confinement in the Bureau of Prisons. My career in Adult Male/Female Corrections spanned 28 years with the Bureau of Prisons in various capacities, with my final positions as Warden and Senior Executive Service Warden at three Federal Prisons that encompassed a variety of missions and programs. I am an experienced Executive in Correctional Management with a demonstrated history of working in the law enforcement industry.

My experience in Federal Corrections began in 1989 as a case manager with the Department of Justice, Federal Bureau of Prisons. Throughout my 28 years with the Agency, I continued to acquire positions of increasing responsibility. In 2009, I was appointed to the position of Warden at the Federal Correctional Institution, Danbury, Connecticut, and was later promoted to Warden at the Metropolitan Correctional Center in New York City. There, I was appointed to Senior Executive Staff by the United States Attorney General and within two years, I was transferred to a position of greater responsibility as the Warden of the United States Penitentiary in Marion, Illinois. As warden, I was responsible for the leadership and direction of 300 to 350 staff members and approximately 1200 to 1500 inmates. During my tenure as warden for seven years, I was responsible for staff development and various specialized inmate housing units, including a high security management unit which mainly housed international terrorists who were assigned maximum custody. I led staff through a mission change at the Federal Prison in Danbury, where we had housed female offenders for several years and then transitioned to male offenders in 2013. I was also a member of the Joint Terrorist Task Force, and a member of various other federal, state, and local groups. I was very active with joint training that involved local, state, and federal law enforcement entities. For the last several years I have held Top Secret Clearance, only issued to a small percentage of Wardens and Executive Staff.

Professional Experience

Warden

Dec 2015 - Oct 2016

United States Penitentiary - Marion, IL

- Was CEO of an institution which housed 1500 medium/high security male offenders
- Supervised 350 staff members and a 40-million-dollar budget
- Oversaw the institution and staffing, inmate programs, institution security, staff training, staff and inmate investigations and discipline, policy and procedural changes, community relations, regular training on emergency preparedness
- Provided training to all institution staff during an annual refresher training for six to eight weeks
- Provided training to new hires regarding procedures, rules, and regulations, ethics, and code of conduct requirements and both basic and advanced correctional duties

Warden

Jun 2014 - Dec 2015

Metropolitan Correctional Center - New York City, NY

- Was CEO of a pre-trial federal prison which employed 350 staff and housed 700 all security level, pre-trial inmates and 150 low security sentenced offenders
- Performed all duties indicated above as warden at USP Marion, Illinois

Warden

Oct 2009 - Jun 2014

Federal Correctional Institution - Danbury, CT

- Was CEO of an institution which employed 250 staff and housed 1200 female offenders
- Performed all duties indicated above as warden at USP Marion, Illinois, with an added emphasis on training geared toward female offenders

Correctional Institution Administrator/Associate Warden Aug 2007 - Oct 2009

Metropolitan Detention Center - San Diego, CA

- Provided direction and leadership to 230 employees
- Assisted in the management of a 27-million-dollar budget
- Oversaw high security/maximum custody pre-trial inmates and 200 low security sentenced inmates
- Ensured all mandatory internal and external security requirements were maintained and properly implemented
- Served on a forward-thinking workgroup focusing solely on future training trends
- Provided training on a regular basis to institution staff as well as other government agency staff

- Implemented several new proactive security measures which resulted in a more open form of communication between staff and inmates, thus allowing staff to find more contraband and providing a safer environment for staff and inmates
- Worked with union representatives to assist in resolving employee concerns as the Chairperson of the Labor Management Relations Board

Regional Correctional Programs Administrator *Feb 2005 - Aug 2007*

Bureau of Prisons, Western Regional Office - Dublin, CA

- Oversaw 22 federal prisons located in the Western Region of the United States
- Primarily focused on the development and training of correctional programs staff who were employed by the individual facilities
- Orchestrated on-site training at the institutions, ensured the staff were familiar with policy, provided guidance, and compiled a report following each training
- Assembled a training manual for all new case managers to assist them in their duties
- Conducted regional training with all case management coordinators from the 22 institutions on an annual basis
- Was appointed to various after-action committees to investigate serious incidents that occurred at the prisons within the region
- Acted in the position of Regional Director and Deputy Regional Director multiple times
- Participated in and coordinated several Institution Character Profiles to evaluate programs and review security procedures at various institutions Recommendations were made with regards to enhancing security or reorganizing programs.
- Was involved in the activation of all aspects of newly constructed federal prisons within the Western Region
- Coordinated a four-week online training session for case management coordinators to provide information/training on their new responsibilities through the merging of the Inmate Systems Department falling under their purview
- Received the Supervisor of the Year award from the Regional Director in June 2006

Correctional Institution Administrator/Executive Assistant *Aug 2000 - Feb 2005*

Federal Correctional Institution - Schuylkill, PA

- Planned, supervised, and evaluated programs, training of new staff, and quarterly training of correctional officers
- Was the Chairperson for inmate's initial classifications and program reviews
- Conducted ongoing training and guidance for mentors and proteges as the Mentoring Coordinator

Assistant Correctional Programs Administrator *Apr 1997 - Aug 2000*

Bureau of Prisons, Northeast Regional Office - Philadelphia, PA

- Committee Member
- Assisted in designing the current Security and Classification System utilized for classifying sentenced female offenders
 - Performed extensive research which suggested a need for a separate classification system for male and female offenders

- The Bureau of Prisons compiled our findings and in a short time implemented the Committees' suggestions and created a separate Classification System for female offenders, which is still being utilized to date
- Coordinated and conducted annual training programs for all case management coordinators throughout the 23 institutions that comprised the Northeast Region
- Submitted recommendations for policy changes which were adopted and implemented
- Conducted on-site staff assistance visits at various institutions to provide training to staff
- Participated in after-action reviews following significant incidents at institutions within the region

Case Management Coordinator

Dec 1992 - Apr 1997

Federal Correctional Complex - Allenwood, PA

- Served as Victim Witness Coordinator, Central Inmate Monitoring Coordinator, Inmate Performance Pay Coordinator and Public Information Spokesperson for the institution
- Oversaw security with regards to review and approval of inmates designated to the institution
- Wrote lesson plans and provided on-the-job training for new case managers and new counselors
- Provided ongoing training to all case managers, counselors, unit secretaries, and correctional officers regarding correctional programs, procedures, and responsibilities
- Was responsible for quality control of all case management paperwork prior to submission to the warden for signature

Assistant Parole Liaison Administrator

Oct 1991-Dec 1992

Mid-Atlantic Regional Office – Annapolis Junction, MD

Duty Station – U.S. Parole Commission – Chevy Chase, MD

- Was responsible for Security Classifications and Designations of parole violators returning to federal prisons

Case Manager

Mar 1989 – Oct 1991

Federal Correctional Institution - Danbury, CT

Federal Prison Camp – Nellis Air Force Base - Las Vegas, NV

- Oversaw programs related to the 150-200 inmates assigned to my caseload
- Provided training to new case managers
- Conducted inmate classification and program reviews
- Assisted inmates with their release planning
- Provided guidance to inmates
- Conducted security and shakedowns within the institution
- Regularly filled in for correctional officer posts
- Wrote all reports pertaining to inmates on my caseload
- Regulated institution security and housing

Education

Western Connecticut State University - Danbury, CT

Bachelor of Science in Justice and Law Administration, May 1988

- Recipient of Justice and Law Administration Award of 1988

Activities

- Senior Executive Service Member
- Member of American Correctional Public Information Officer Association
- Member of Lion's Club
- Member of Association of Women Executives in Corrections
- Instructor/Trainer
- Volunteer for the American Cancer Society