

DIANA M. KIRK

OBJECTIVE

City of El Paso Chief of Police

PROFESSIONAL EXPERIENCE SUMMARY

Proven senior executive with 22 years of progressively responsible and broad-based municipal law enforcement experience, including 10 years in patrol operations (seven as a Patrol Officer, two as a Sergeant, and one as a Lieutenant), 8 years in criminal investigations, and 6 years in training and administration. Currently serving as the Chief of Staff and Second-In-Command of the 3rd safest large city (population greater than 500,000) in the United States. Experienced a crime reduction of nearly nine percent between 2003 and the most recent 2006 Uniform Crime Report during my tenure on EPPD's Executive Staff. Increased female representation within the department's uniformed ranks from 10 percent to 11.7 percent. Routinely serve as the Department Head in the absence of the Chief with a proven track record of success.

Specialized experience includes field patrol operations, criminal investigations, and all facets of administrative support services. Strong academic background includes a Master of Arts degree in Management and Leadership and Bachelor of Science in Management of Computer Information Systems. Effectively communicate in both English and Spanish. Native El Pasoan who was proudly born, raised and educated in the Sun City.

SPECIALIZED EXPERIENCE

EL PASO POLICE DEPARTMENT • CHIEF OF STAFF AND ASSISTANT CHIEF • OCTOBER 2003 – PRESENT

Chief of Staff • September 2004 - Present (3 years, 1 month)

Assistant Chief • Office of Support Services • September 2004 - present (3 years, 1 month)

Interim Assistant Chief • October 2003 - September 2004 (11 months)

Currently serving as the Chief of Staff and second-in-command of a large city police department consisting of 1,100 commissioned officers and 340 civilian staff. Assistant Chief overseeing the Office of Administrative Support with an operating budget exceeding \$185 million, a grants program totaling \$22 million, a fleet of over 700 vehicles, and six separate municipal facility complexes. Executive oversight includes the Tactical Support Services (SWAT, Dignitary Protection, Bomb Squad), Airport, DWI and Traffic Enforcement, Criminalistics (Crime Lab and Crime Scene), Financial Services, Records, Facilities, Fleet, Planning and Research, CALEA (National Law Enforcement Accreditation), Grants, Information Technology, 911 Center, Human Resources, the Volunteer Program, Court Liaison, and the Training Academy.

- El Paso Women's Hall of Fame inductee in the area of Public Service (2006)
- El Paso Police Department's Executive of the Year (2004)
- First female Chief of Staff and Assistant Chief in the history of the Department (2003-2007)

EL PASO POLICE DEPARTMENT • CHIEF OF STAFF AND ASSISTANT CHIEF (CONTINUED)

- CALEA On-Site Certification Inspection of 446 standards evaluated as 100% compliant, certification projected November 2007. The CALEA accreditation process resulted in improved overall management and best practices, while limiting the department's liability and risk exposure.
- Replaced an inefficient manual payroll and staffing system into a fully functional electronic paperless one
- Implemented a new Records Management System. Recognized by the State of Texas with a \$175,000 cash award for being the first large Texas municipality (population greater than 500,000) to transition to the National Incident-Based Reporting System as recommended by the FBI.
- Oversaw the request for proposal, procurement, and contracting of a Red-Light Camera enforcement program; first large Texas municipality to successfully implement such a program, which has resulted in a 70% accident reduction rate at RLC locations.
- Audited, identified, and successfully segregated over \$250,000 in inaccurate annual Overtime charges, which resulted in a cost saving to the general fund.
- Successfully pursued and received over \$1 million in federal funding for the procurement of an Automatic Fingerprint Identification System (AFIS). The system will be interoperable with local, state, and federal electronic identification databases, which will result in increased offender identification and case solvability.
- Oversaw the successful ASCLAD accreditation of the police crime lab, resulting in significant reductions in laboratory waiting times for drug analysis.
- Identified and reprogrammed over \$500,000 in reimbursable funds owed to the City of El Paso by El Paso County under the Breath Alcohol Testing Program (BATP) which enabled the department to construct and furnish a new Breath Alcohol Training Facility.
- Oversaw the development of the department's first comprehensive Needs Assessment and utilized that assessment as a base document in the development of the Department's 10-year Staffing and Facilities Plan that will carry the Department into 2015.
- Relocated the Police 911 Communications Center to a new state-of-the-art facility at no cost to the City, as funding was made available through the 911 District. The new facility will allow for the consolidation of the area law enforcement agencies, resulting in improved regional communication and coordination during critical incidents.
- Established the Department's first Human Resource Section, effectively decentralizing that function from City Hall resulting in a 33% reduction in staffing shortages and on-hand staffing above 90%. Our success has led to the decentralization within other City departments.
- Reduced costs within the police photo lab by 41% by transferring from 35mm to digital photography.
- Streamlined fleet use by successfully implementing the Department's first centralized motor pool program resulting in increased efficiencies by making vehicles available on a 24/7 basis.
- Initiated Legal Issues training for all Command and supervisory staff, potential savings in the reduction of civil liability suits against the city.
- Envisioned and coordinated El Paso's first citywide Women's Law Enforcement Recruitment EXPO 2007, size of attendance was over 300, which resulted in over 170 interested applicants.
- Envisioned and coordinated the Empowering Women in Law Enforcement National Conference from 2002-2007, transitioning the conference from a local orientation to a nationally-acclaimed conference while increasing attendance by 70%.
- Established drop-in childcare for Police employees by collaborating with a local childcare provider.

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EL PASO POLICE DEPARTMENT • COMMANDER • MARCH – OCTOBER 2003

Criminal Investigations Division • March – October 2003 (7 months)

Supervised the Major Crimes Bureau of the Department's largest investigative division, which included the Crimes Against Persons Unit, Cold Case Unit, Gang Unit / Drive-by Shooting Response Team (DSRT), Crimes Against Children's Unit, and the Financial Crimes Unit comprised of 58 uniformed and 6 civilian employees.

- Second woman in the history of the Department promoted to Commander
- 100% homicide closure rate
- Identified \$500,000 in reimbursable funds due to the City of El Paso under the Breath Alcohol Testing Program that had never been pursued or recovered and initiated recovery through the Department's chain of command.
- Promoted to Interim Assistant Chief by Interim Chief of Police Richard Willes

EL PASO POLICE DEPARTMENT • LIEUTENANT • DECEMBER 1996 – MARCH 2003

Crimes Against Children Commander • December 1997 – March 2003 (5 Years, 3 Months)

Central Regional Command Patrol • December 1996 – December 1997 (1 Year)

Supervised a variety of criminal investigation sections and the 72 assigned personnel that comprised the Crimes Against Children Section, including the Child Abuse and Exploitation Unit, Sex Offender Registration Unit, the Gang Task Force and Drive by Shooting Response Team, Serious Juvenile Offenders Unit, Repeat Offender Program, the Community Action Team, the Youth Initiative program and Underage Drinking initiative. Reduced gang-related drive-by-shootings by 60 percent, reduced crime by 70 percent in targeted areas, and increased sexual offender registration compliance by 75 percent. Additionally, managed the daily operations of a Central Regional Command patrol shift consisting of 29 officers and three Sergeants. Supervised field training of new recruits and the assigned Field Training Officer Program.

- Webber Seavey Award and Community Policing Award recipient for Community Action Team (CAT) initiatives that resulted in a radical reduction of overall crime in the targeted areas by as much as 70% from the previous year.
- Transformed the Child Abuse / Exploitation Unit from a poor performer into a well-respected, high-performing organization. Staffing increased by 100% over the course of 3 years, from 1 sergeant and 6 detectives to 2 sergeants and 16 detectives in order to meet increased caseload and performance expectations, resulting in quality investigations and prosecutable cases.
- Successfully supervised the Drive-by-Shooting Response Team (DSRT) and gang intelligence unit, which resulted in a 60% reduction of gang-related drive-by-shootings.
- Envisioned and implemented a Registered Sex Offender Unit (SORU) to monitor the City's 600+ registered sex offenders, increasing registration compliance by 75% with oversight of the entire registration process.
- Created and oversaw the Youth Initiative Program (YIP), successfully uniting the efforts of over 130 service organizations to assist youth and their families at no cost to the city. YIP's Multi-Agency Referral System (MARS) to assist area at-risk youths and their families was nationally recognized as a best practice.
- Unit Commendation for the Child Abuse / Exploitation Unit for extraordinary work accomplished in a number of high-profile cases.

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EL PASO POLICE DEPARTMENT • POLICE LIEUTENANT (CONTINUED)

- Initiated, staffed, and successfully relocated Crimes Against Children Section from a deteriorating office location to a new, state-of-the-art facility at the Northeast Annex resulting in a safer environment for employees, crime victims and arrests.
- Collaborated with the District Attorney, County Attorney, Child Advocacy Center, Child Protective Services and local medical experts as a Child Death Review Team Member.
- Partnered with Child Protective Services and members of the community to improve Child Abuse investigations as a Citizen Review Committee Member.
- Joined with multiple agencies to establish a single interview process to prevent re-victimization of child victims as a Child Advocacy Center Multidisciplinary Team Member.
- Selected as a member of State Senator Etot Shapleigh's Sex Offender Task Force 2.

EL PASO POLICE DEPARTMENT • SERGEANT • NOVEMBER 1992 - DECEMBER 1996

Assistant to the Chief of Staff - 1995 - 1996 (1 year)

Training Academy - November 1994 - December 1996 (2 years, 1 month)

Northeast Regional Command Patrol - November 1992 - November 1993 (1 year)

Responsible for training of all commissioned personnel in compliance with State (TCLEOSE) mandated licensing standards. Implemented a new training program for the effective tracking of employee training histories. Developed mandated course lesson plans on sexual assault training, cultural diversity training, and family violence. Oversaw recruitment, testing and hiring process of new Police applicants. Additionally, supervised the daily operations of a Northeast Regional Command patrol shift consisting of 25 officers. Prepared shift and training schedules, payroll time sheets, and quality-controlled field operations to insure compliance with established policies and procedures. Supervised field training of new recruits and the assigned Field Training Officer Program.

- Developed innovative drug usage and driver history policies for new applicants to limit the Department's liability for negligent hiring.
- Implemented and supervised (5) new Training Coordinator positions at Police Regional Commands, which resulted in more efficient tracking and training of department personnel.
- Effectively partnered with City Human Resources, the City Attorney's Office, and other law enforcement agencies regarding training and hiring.
- Special Project assistant to the Chief of Staff while maintaining all Academy Sergeant duties and responsibilities, resulting in increased responsibilities.
- Acting Northeast Regional Command Patrol Sergeant from November 1992 - January 1993 until promoted.
- Training and Development Committee member.
- Steering committee member for the Texas Police Association Annual Conference to El Paso.

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EL PASO POLICE DEPARTMENT • PATROL OFFICER • MONTH 1985 – (MONTH) 1992

East Valley Station • July 1985 – November 1992 (7 years, 4 Months)

Responsible for responding to routine and emergency calls for service, to include traffic related incidents, civil disturbance issues, protection of crime scenes, apprehension of suspects believed to have violated state, local, or municipal laws.

- *Volunteered to mentor, coach, and counsel probationary officers as a Field Training Officer for 2 years*
- *Hand-selected by the Command to work in an undercover capacity on the East Valley Impact Team targeting area burglary rings, which resulted in numerous arrests and the location of a drug stash house.*
- *Routinely selected by supervisors to serve as acting Sergeant*
- *11-month interruption of continual service while employed as a Border Patrol Agent*

UNITED STATES BORDER PATROL • NOVEMBER 1988 – SEPTEMBER 1989

Del Rio Sector Patrol Agent • 11 Months

Attended and successfully completed the National United States Border Patrol Training Academy. Responsible for securing the border and outlying areas within the Del Rio, Texas region. Apprehended individuals entering the United States in violation of the immigration and naturalization laws of the United States.

- *Graduated the Training Academy with top honors in physical fitness*
- *Resigned after being reinstated as an El Paso Police Officer*
- *Desired a more rewarding and dynamic municipal law enforcement experience as an El Paso Police Officer*

EDUCATION

- *Master of Arts, Management and Leadership, Webster University, 2005, 3.89 GPA*
- *Bachelor of Science, Management Computer Information Systems, Park University, 2001, 3.86 GPA*
- *Undergraduate coursework, Criminal Justice, University of Texas at El Paso, 1983-1985, 45 credit hours*
- *Undergraduate coursework, General Studies, Angelo State University, 1982-1983, 30 credit hours*
- *National Honor Society and class top 10 graduate, J.M. Hanks High School, El Paso, Texas, 1982*

PROFESSIONAL ASSOCIATIONS

- *International Association of Chiefs of Police (IACP) Member, 2004 - present*
- *National Association of Women in Law Enforcement Executives Member, 2004 - present*
- *FBI Law Enforcement Executive Development Association LEEDA Member, 2006*
- *Adult Protective Services Task Force, El Paso County Judge Appointment, 2008*
- *Firemen and Policemen's Pension Board Trustee, 2003 – 2007*
- *National Association of Female Executives Member, 1998-2001*

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PROFESSIONAL DEVELOPMENT

- Law Enforcement Legal Workshop (AELE), 2006
- Pension and Benefits Training, Investigative and Surveillance Technology, 2001
- Domestic Related Homicides, 2001
- Uniform Crime Reporting, 2001
- Ethics and Legalities, 1999
- Leadership and Management, 1999
- Quality Service Strategies, 1999
- Problem Solving Techniques, 1999
- Managing a Criminal Investigative Unit, 1998
- Command Staff Leadership Training, 1998
- Federal Emergency Management Training, NCIC/TCIC Policy Training, 1993
- Leadership and Supervisory Skills for Women, 1993
- Law Enforcement Management Institute of Texas (LEMIT), 1993
- Tactical Street Gang Seminar, 1992
- Street Survival Course, Caliber Press, 1988

COURSE INSTRUCTION

- Sexual Harassment, Department Instructor, 1994-1996
- Juvenile Issues, Department Instructor, 1997 - 2003
- Child Abuse and Exploitation, Department Instructor, 1997 - 2003
- Sex Offenders Laws, Department Instructor 1997 - 2003
- Reducing Crime in Border Communities, Mexico City, Mexico, 2006
- Achieving Success Through the Promotional Process, Department Instructor, 2004 - 2005
- Victim Services Response Team Training, Department Instructor, 2003
- Time Management, Planning and Organizing, and Community Policing, Department Instructor, 2006
- Career Development, Guest speaker for Houston Police Department Women's Conference, 2007

CERTIFICATIONS

- TCLEOSE Certified Instructor
- State of Texas Advanced Peace Officer
- State of Texas Intermediate Peace Officer
- State of Texas Basic Peace Officer

COMMUNITY INVOLVEMENT

- St. Pius X School Board Member, 2007- present
- Child Crisis Center Board Member, 2006 - present
- Head Coach, YMCA of El Paso (Texas), Boys 3-7 Soccer, 2004