

Curriculum Vitae

Kevin M. Cook

EDUCATION

Master of Science, Criminal Justice

California State University, Sacramento, August 2005

Masters Thesis: Criminal Justice Career Planning

3.8 GPA

Bachelor of Science, Criminal Justice

California State University, Sacramento, August 1995

Senior Achievement Award

Associate of Science, Administration of Justice

Santa Rosa Junior College, June 1994

High Honors

PROFESSIONAL TRAINING

U.S. Office of Personnel Management (OPM), Office of Federal Investigations, US

Investigations Services, Investigative Services Division (ISD), Boyers, PA.

Graduate Special Investigator Training Program, October 1998

Federal Law Enforcement Training Center (FLETC), Glynco, GA.

United States Department of Treasury, U.S. Customs Law Enforcement Academy

Academic Honors Graduate, January 1996

United States Department of Justice, Immigration & Naturalization
Service (Cross Training), January 1996

HIGHER EDUCATION & TEACHING EXPERIENCE

Associate Professor of Criminal Justice, 8/2019-Present Volunteer State Community
College, Division of Social Science and Education, Department of Criminal Justice

Gallatin, Tennessee, **Director and Associate Professor of Criminal Justice**, 8/2009-8/2019

- TnCIS study abroad: England program summer 2014 Italy program, 2015 South Africa program summer, 2017 France program summer 2019 Scotland program
- Develop and teach online and onsite criminal justice courses.
- Develop international study opportunities in collaboration with TnCIS.
- VSCC study aboard-Ireland spring 2012.
- Oversees curriculum development to ensure that all courses meet quality requirements and development timelines.
- Develops academic and operational plans for new and existing programs.
- Provides college-wide coordination for the programs within the school.
- Responsible for regular program reviews of the curriculum to ensure program effectiveness.
- Participates in the Institutional Effectiveness process for programs.
- Ensures ongoing department compliance with state Department of Education regulations, accreditation criteria, and college policies.
- Collaborates with other deans and Program Directors, and AVP, VP of Academic Affairs as appropriate.
- Communicates curricular changes to faculty, staff and management; ensures that curricular standards and expectations are implemented and met.
- Establishes and maintains a mechanism for sharing of best practices for teaching courses within the department.
- Evaluates faculty credentials and works with the Dean of Social Science and Education to ensure faculty are appropriately assigned to courses.
- Serves on various committees and performs special projects as assigned.
- Advising of students
- Teaches a variety of assigned courses in criminal justice (onsite, online, hybrid).
- Establish and maintain office hours per college policy. Advising of students. Maintain records of student progress and performance. Develop, prepare and evaluate instructional materials. Write and develop syllabi and course calendars.
- Review and update course outlines, text selection and syllabi. Propose and develop new courses, curriculum, programs, instructional materials, and evaluation tools as necessary to meet the needs of the students and community.

Department Chair and Instructor, ITT Technical Institute, School of Criminal Justice San Diego, California and Cordova, Tennessee, 8/2004-8/2009

Taught a variety of assigned courses in criminal justice (onsite, online, hybrid). Completes professional development activities to maintain subject matter expertise in accordance with standards and/or as assign

- Managed programs and instructional staff within the school of study at a campus. Ensured proper instruction and delivery of curricula, and ensures that the learning environment meets the curricula requirements.
- Assisted Dean in the creation of academic goals and objectives for the campuses' Institutional Effectiveness Plan.
- Developed and coaches faculty in the achievement of goals and objectives. Managed orientation, training and development of faculty.

- Conducted regular faculty meetings to discuss policies and procedures. Monitors faculty to ensure compliance with policies and procedures. Served as curriculum resource for students and faculty.
- Conducted regular curriculum meetings to inform faculty about new and revised curriculum, courseware, and teaching materials; solicits feedback regarding curriculum. Provided feedback regarding curricula to appropriate curriculum committee. Served as curriculum content contributor and/or reviewer. Participated in advisory committee and advisory board meetings.
- Monitored student grades and attendance to ensure accuracy and compliance with policies and procedures.
- Motivated students to actively participate in all aspects of educational process. Provided academic and failure advising to students and documents in student information system. Notified Dean about student behavioral issues. Assisted with new student orientation and student concern resolution.
- Coordinated relevant certification programs and student professional associations at the campus.
- Promoted student enrollment growth in assigned school of study by participated in the campuses' re-entry program, implementing retention initiatives, attending campus events, and involvement in community and professional organizations and events.

Graduate Teaching Associate, Independent Instructor,

California State University, Sacramento, Criminal Justice Division, 8/2002-8/2003

- Taught survey courses in criminal justice.
- Completed professional development activities to maintain subject matter expertise in accordance with standards and/or as assigned.
- Attended faculty department meetings.

Instructor, United States Office of Personnel Management, Office of Federal Investigations, USIS, Boyers, PA.

- Developed lesson plans and learning activities for investigative courses.
- Taught national security and public trust background investigative classes.
- Evaluated and reviewed investigator trainee performance.

Director/Senior Instructor, Northwest Arkansas Community College, Institute for Corporate and Public Safety (*grant funded position*), 4/2008-8/2008

- Directed the day-to-day operations of the Institute for Corporate and Public Safety and the Rural Domestic Preparedness Consortium Initiative.
- Completed all required reports for the U.S. Department of Homeland Security/Office for Training and Exercise Integration and Eastern Kentucky University
- Prepared and manage ICPS and RDPC budgets
- Taught U.S. Department of Homeland Security certified emergency preparedness courses when needed.
- Represented ICPS, CCE, and NWACC at professional conference, meetings, and other venues on a local, state, and national level.

Owner/Consultant, Criminal Justice Consulting (CJC) 8/2001-8/2003

- Conducted security audits and risks assessments, and Crime Prevention Through Environmental Design (CPTED) survey's for small and medium size businesses.
- Consulted commercial and residential property owners on security measures, and emergency planning.
- Taught group seminars and individual consultation in the following subject areas: Pre-employment background investigations, and Cyber Stalking and Crime Prevention.
- Consulted individuals on personal security measures and lifestyle management.
- Developed response plans for safety, security and emergency incidents for contracted organizations.

COURSES TAUGHT

University/College: Introduction to Criminal Justice, Investigative/Technical Report Writing, Introduction to Law Enforcement, Cyber Crime, Criminal Investigation, Probation and Parole, Introduction to Corrections, Essentials of Security, Criminalistics of Computer Forensics, Crime Scene Investigation, Substance Abuse in America, Interview and Interrogation, Report Writing, Criminal Justice Research Methods, Terrorism and Homeland Security, Multicultural Law Enforcement, Community Policing, Criminal Justice Organization and Administration, Correctional Administration, Controversial Issues in Law Enforcement, Criminal Law, Criminal Evidence and Procedure, Criminology, Spatial Aspects of Crime, Victimology and Crime Prevention.

U.S. Department of Homeland Security: Business Continuity Planning, Emergency Response, Terrorism and WMD Awareness in the Workplace, Risk and Vulnerability Management for Rural Communities

PROFESSIONAL EXPERIENCE

United States Office of Personnel Management, Office of Federal Investigations (USIS) District Manager

Security Clearances Received: Top Secret (TS) Sensitive Compartmental Information (SCI) (United States Office of Personnel Management) (Central Intelligence Agency) "Q" (U.S. Department of Energy)

- Performed the duties of District Supervisor in Western District (Colorado, Wyoming, New Mexico) supervising forty-five field investigators and five support staff
- Responsible for timely Public Trust & National Security personnel security clearance investigations within over eighty federal agencies to include the U.S. Department of Justice, U.S. Attorney's Office, U.S. Department of Treasury, and the U.S. Department of Defense
- Supervised forty investigators and four support staff under the direction of the Regional Director
- Managed caseload, provide oversight on investigative matters; train, recruit, manage district financial budget
- Investigated internal allegations of malfeasance, integrity concerns, falsification

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Special Investigator

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Security Clearances Received: Top Secret (TS) Sensitive Compartmental Information (SCI) (United States Office of Personnel Management) "Q" (U.S. Department of Energy)

- Conducted Public Trust and National Security Clearance Investigations under Executive Authority by way of interviews (detection & deception), document reviews, developed leads, obtaining affidavits, investigation of criminal activities and lifestyle
- Responsible for quality, timely reports of investigation for use by over eighty federal agencies in determining security clearance eligibilities (White House, U.S. Intelligence Community, NASA, U.S. Department of Defense, U.S. Department of Energy, U.S. Department of Justice, U.S. Department of Treasury)
- Pertinent areas of focus in investigations included allegations of malfeasance/employment fraud, vulnerability to blackmail/coercion, foreign affiliations, financial indiscretion and criminal histories
- Responsibilities included frequent nationwide travel

Federal Law Enforcement Officer- *U.S. Customs Inspector*, United States Department of the Treasury, U.S. Customs Service, Office of Field Operations
San Francisco, CA and Orlando, FL.,

Security Clearance Received: "L" /Secret (U.S. Department of Treasury Department)

- Responsible for narcotics and contraband interdiction at major ports of entry
- Responsible for the arrest, detention and reporting of criminal suspects
- Analyzed financial data and processed customs duties
- Responsible for the enforcement of federal laws, copyright, and import/export regulations
- Conducted in-depth interviews of foreign nationals and U.S. Citizen's to determine purpose of travel, assess citizenship, risk and/or possible federal violations.
- Analyzed financial data and processed customs duties
- Conducted in-depth interviews of foreign nationals and U.S. Citizen's to determine purpose of travel, citizenship, assess risk and/or possible federal violations

Investigative Assistant, United States Department of the Treasury, U.S. Customs Service, Office of Investigations, Resident Agent in Charge, Sacramento, CA.

Security Clearance Received: Top Secret (U.S. Department of Treasury)

- Assisted Special Agents in lead follow-up, utilized the Treasury Enforcement Communication System (TECS) in acquiring criminal histories of investigative targets
- Assisted in preparing money flow charts and other diagrammatic schemes for use in criminal investigations
- Developed association matrices and telephone toll analyses for establishing association between conspirators of money laundering, child pornography, narcotics smuggling/dealing and merchandise smuggling
- Assisted in preparation of search warrant plans, arrest reports, and affidavits
- Participated in task force operations with the Drug Enforcement Agency (DEA), Bureau of Alcohol Tobacco and Firearms (ATF) and Internal Revenue Service, Criminal Investigations Division (IRS-CID)

Security/Loss Prevention Manager (MOD) Flamingo Resort Hotel, Santa Rosa, CA.

Responsible for security of infrastructure, employees, and guests

- Managed and reported incidents of employee and guest injuries & threats
- Directed and developed operational plans for crisis and emergency management
- Acted as Relief Night Manager (MOD) supervising hotel employees
- Responsible for internal investigation of criminal incidents and asset protection
- Coordinated with federal, state, and local law enforcement agencies in apprehension or targeting of criminal suspects (related to hotel operations)
- Conducted “sting operations” regarding suspected employee theft

Youth Care Counselor (Juvenile Correctional Officer), Allen County Department of Corrections, Wood Youth Juvenile Detention Center

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- Provided care, custody, and control of male wards within secure detention facility
- Enforced detention center rules and responsibilities, investigated rule or behavioral infractions
- Prepared incident reports, imposed programming restrictions
- Participated in resident disciplinary proceedings as assigned
- Responds to telephone inquiries by law enforcement officials, probation counselor’s, attorneys, and parents

RESEARCH & CURRICULUM WRITING EXPERIENCE

Online and Onsite Course Developer, Volunteer State Community College, Regents Online Degree Program (RODP), Criminal Justice Program.

Principal Researcher/Course Developer, Sumner County Anti-Drug Coalition (SCADC), Volunteer State Community College

Curriculum Development Supervisor, Northwest Arkansas Community College, Institute of Corporate and Public Safety, U.S. Department of Homeland Security

Online Course Developer, Volunteer State Community College, Social Science & Education Division

Curriculum Developer/National Board Member, ITT Technical Institute-Corporate Headquarters, Indianapolis, Indiana.

Course Developer, Subject Matter Expert (SME) and Course Reviewer, Pearson Publishing, Inc

Research Consultant, Defense Security Service Investigations, United States Department Of Defense (DOD)

GUEST SPEAKING & CONSULTING

Presenter

Tennessee Conference on Volunteerism and Service Learning
Nashville, Tennessee, March 2011

Guest Instructor

Southwest Tennessee Community College, Criminal Justice
Division, *5th Amendment Interview & Interrogation*, spring 2008

Guest Speaker

American Criminal Justice Association, Sacramento, Ca.,
Undergoing Personnel Investigations, Fall 2004

Guest Speaker

California State University, San Diego, Public Administration & Urban
Studies, *Security Clearance Investigations*, Spring 2002

Instructed

Educational seminars on U.S. Department of Defense (DOD) *Security
Investigations*, 2000-2001

Guest Speaker

California State University, Sacramento, Political Science Division,
Seminar- *Espionage & Intelligence*, 1999

Created

Course training materials and instructional video for U.S. Department of
Defense (DOD) *Security Investigations*, 1999

Developed

Course exams and training materials for field investigator advancement,
US Investigations Services, 2000-2001

Assisted

In development of case management system, U.S. Customs Service,
Office of Investigations, Sacramento, CA. 1995

CERTIFICATIONS & LICENSING

Federal Law Enforcement Training Academy Graduate (FLETC)

Certified Sharp Shooter (Federal Law Enforcement Training Academy)

Licensed Private Investigator (#6341), State of Tennessee, Department of Commerce and
Insurance-Private Investigation & Polygraph Commission
December 2007

Certified Emergency Response Training (CERT), Federal Emergency Management Agency, June
2007

Certified Reid Technique of Interview and Interrogation, John E. Reid Associates, Inc.
May 2006

Commissioned 2nd Lieutenant, Intelligence Officer Tennessee State Guard, 1st Regiment,
November 2006

Automated Fingerprint Identification System (AFIS)

Identi-Kit (Facial Recognition Software)

HONORS & AWARDS

- *Federal Bureau of Investigation*, U.S. Department of Justice
Memphis Division/Nashville Resident Agent
FBI Citizens Academy, Expected Graduation, April 12, 2011
- *New Organization of the Year*, Volunteer State Community College, American Criminal Justice Association
2009-2010
- *Outstanding Teaching Award*, ITT Technical Institute, School of Criminal Justice, Cordova, Tennessee
2007-2008
- *Teaching Performance Award Program (TPAP)* Recipient, ITT Technical Institute, School of Criminal Justice, San Diego, California
2006-2008
- *Selected Graduate Teaching Associate*, California State University, Sacramento, Criminal Justice Division, Office of Graduate Studies
2003-2004
- *Annual Special Achievement Award*, US Investigations Services, Investigative Services Division
2001
- *Special Recognition Award*, US Investigations Services, Investigative Services Division,
1999
- *Honors Academic Award Recipient*, Federal Law Enforcement Training Center
1996
- *Special Act Award*, United States Customs Service, Office of Investigations
1995
- *Appointed- President's Advisory Panel*, California State University, Sacramento, Department of Health and Human Services, Criminal Justice Division
1995
- *Senior Achievement Award*, California State University, Sacramento, Criminal Justice Division
1995
- *President- Alpha Phi Sigma National- Criminal Justice Honor Society*, California State University, Sacramento
1995
- *High Honors Graduate*, Santa Rosa Junior College, Administration of Justice Division, ,
1994

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The International Association of Crime Analysts
National Criminal Justice Honor Society, Alpha Phi Sigma
FBI Citizens Academy
National Association of Certified Fraud Examiners
The American Criminal Justice Association, Lambda Alpha Epsilon
American Academy of Criminal Justice Sciences

RESEARCH INTERESTS

Law Enforcement and National Security Personnel Investigations
Crime Policy and Criminal Behavior
Criminal Intelligence
Crime Prevention through Environmental Design (CPTED)
Risk and Threat Assessment

COMMUNITY SERVICE

Volunteer Big Brother, Community Based Program, Big Brothers & Big Sisters, Middle Tennessee
2011-Present

Volunteer Presenter/Mascot, Ollie the Otter Seat Belt Safety Program, Tennessee Department of Transportation
2011-Present

Founder/Advisor, American Criminal Justice Association, Lambda Alpha Epsilon, Volunteer State Community College
2009-Present

Second Lieutenant, Intelligence Officer, Tennessee Military Department, Tennessee State Guard 1st Regiment, Military Intelligence Unit
2006 to 2008

Vice President/Co-Founder, Tribe One United, Santa Rosa, CA.
Youth mentoring program for underprivileged Native American youth.
2003-2005

Deputy Director/Founder, Law Enforcement Police Explorers (Post 985), Cordova, Tennessee. Assisted in the development of first college based Law Enforcement Explorer Program (*youths ages 14-19*)
2007-2008

FOREIGN TRAVEL EXPERIENCE

Germany, France, Canada, Monaco, St. Martin, Ireland, Costa Rica, Mexico, Greece, Bahamas, Italy, Australia, Japan, England.