

**Curriculum Vitae**  
**Heather A. Jeffries**  
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**Education**

2012 – 2013	University of Saint Francis Courses Completed:	Rehabilitation Counseling Master's Program: - Social and Cultural Issues - Behavioral Medicine in Rehabilitation Counseling - Advanced Human Growth and Development
2012	Indiana State University Research Proposal:  Committee Chair:	M.S. Criminology and Criminal Justice (4.0 GPA) Socioeconomic Factors That Contribute to the Successful Completion of a Drug Court Program Dr. Shannon Barton-Bellessa
1986	Indiana University	B.S. Public Affairs Concentration: Criminal Justice Minor: Psychology
1985	Indiana University	A.S. Criminal Justice

**Honors**

Alpha Phi Sigma Criminal Justice Honor Society  
Golden Key International Honour Society  
Phi Kappa Phi National Honor Society

**Certifications**

PRIME for Life Alcohol and Drug Education Instructor  
Probation Officer for the State of Indiana  
Indiana Risk Assessment System, Certified Risk Assessor  
Advanced Reid Technique of Interviewing and Interrogation

**Teaching Experience**

**University of Saint Francis**

*Spring 2015*

SOCI 240 Causes of Crime and Delinquency  
SOCI 241 Violence and Victimology (Web-based)

*Fall 2014*

SOCI 300 Criminal Justice Systems  
SOCI 356 Drugs and Social Justice (Web-based)

*Spring 2014*

SOCI 240 Causes of Crime and Delinquency  
SOCI 310 Corrections (Web-based)

*Fall 2013*

SOCI 241 Violence and Victimology (Web-based)  
SOCI 405 Contemporary Issues in Criminal Justice

*Spring 2013*

SOCI 240 Causes of Crime and Delinquency  
SOCI 300 Criminal Justice Systems (Web-based)

*Fall 2012*

SOCI 241 Violence and Victimology (Web-based)  
SOCI 310 Corrections

*Spring 2012*

SOCI 240 Causes of Crime and Delinquency  
SOCI 405 Contemporary Issues in Criminal Justice (Web-based)

*Fall 2011*

SOCI 241 Violence and Victimology (Web-based)  
SOCI 300 Criminal Justice Systems

*Spring 2011*

SOCI 240 Causes of Crime and Delinquency  
SOCI 241 Violence and Victimology (Web-based)

*Fall 2010*

SOCI 240 Causes of Crime and Delinquency (Web-based)  
SOCI 310 Corrections

*Spring 2010*

SOCI 240 Causes of Crime and Delinquency  
SOCI 405 Contemporary Issues in Criminal Justice

*Fall 2009*

SOCI 300 Criminal Justice Systems

*Spring 2009*

SOCI 310 Corrections

**University of Saint Francis Independent Study/Internships**

*Spring 2015* Adrienne Pontius, Allen County Adult Probation Independent Study

*Fall 2014* Adrienne Pontius, Allen County Adult Probation Internship

*Spring 2013* Ayriel Lortie, Whitley County Probation Internship

*Spring 2013* Clayton Taylor, SOCI 310 Corrections Independent Study

**ITT Technical Institute**

*Fall 2008*

CJ 264 Transportation Security  
CJ 152 Law Enforcement Reporting and Recording

*Summer 2008*

CJ 264 Transportation Security  
CJ 253 Policing Techniques: Interviewing and Interrogation

*Spring 2008*

CJ 131 Introduction to Criminal Justice  
CJ 436 Substance Abuse and Crime in America

*Fall 2007*

CJ 151 Principles of Policing and Law Enforcement

## **Professional Experience**

### **University of Saint Francis**

*Assistant Professor of Criminal Justice and Criminology/Director of Criminal Justice and Criminology Program*

July 2015 – Present

- Coordinate academic advising and oversee program progression.
- Instruct all on-campus and web-based criminal justice and criminology courses.
- Develop curriculum, coordinate course schedules and course rotation.
- Assess program components.
- Engage in recruitment and retention activities.

*Adjunct Criminology Instructor*

2009 – May 2015

- Instructed all on-campus and web-based criminology concentration courses.
- Created and implemented a new course (SOCJ 356 Drugs and Social Justice) to expand the Criminology program curriculum. Implemented new web-based criminology course (SOCJ 241 Violence and Victimology).
- Guided the students to ensure an understanding of course material and aid in successful completion of the courses.
- Assisted students with internship placement and instruct internships and independent studies.
- Coordinated field trips to criminal justice agencies and coordinate guest speakers working in the criminal justice field.
- Provided students with resources and professional contacts to help guide them with career interests.

### **Allen Superior Court/Criminal Division Services**

*Drug Court Case Manager/Field Officer*

2010 – 2015

- Conducted eligibility and need assessments of drug court candidates.
- Case-managed clients to assist them with life skills development, treatment completion, employment guidance, and encouragement of proximal and distal goals.
- Instructed PRIME for Life Drug and Alcohol Education classes.
- Monitored and supervised drug court participants' compliance with program requirements, and imposed incentives and sanctions.
- Prepared weekly court reports, staff participant progress with the drug court team, and appeared with clients in court.
- Coordinated and conducted participant home visits to monitor compliance.
- Encouraged the successful completion of drug court program requirements and assisted with organizing the graduation ceremonies.

*Consultant*

2008 – 2010

- Assessed the Pretrial Services Department of Criminal Division Services.
- Submitted a comprehensive analysis report of the Pretrial Services Department, along with best practices recommendations to the Allen Superior Court Judges.
- Conducted and evaluated a jail population study of the Allen County Jail.
- Facilitated the creation of a new Pretrial Services employee position and a policy and procedures manual based on the results of the evaluation.

## **ITT Technical Institute**

*Chair, School of Criminal Justice*

2008

- Advised 37 associate's degree and 28 bachelor's degree students with the program curriculum, scheduled courses, and monitored their academic progress.
- Interviewed, hired and supervised a staff of eight criminal justice adjunct instructors.
- Developed student-retention programs and addressed attrition/attendance issues.
- Instructed criminal justice courses, facilitated field trips, and coordinated guest speakers.
- Coordinated and monitored internships, and assisted with career placement.
- Recruited students from area high school criminal justice vocational programs.
- Organized a criminal justice camp for area middle school students.
- Re-established the Criminal Justice Club and facilitated campus events.
- Chaired the School of Criminal Justice Advisory Board.
- Participated in commencement activities.

*Adjunct Instructor, School of Criminal Justice*

2007 – 2008

- Instructed criminal justice courses and monitored student progress.
- Facilitated field trips and coordinate guest speakers.
- Tutored students with course materials.

## **Allen County Prosecuting Attorney's Office**

*Director of Investigative Services/Chief Investigator*

2001 – 2008

- Supervised a staff of 25 investigators and investigative services support staff.
- Acted as liaison between the prosecutor's office and all governmental, law enforcement, and fire investigation agencies in Allen County.
- Implemented victim notification program and prepared essential documents.
- Created domestic violence coordinator position. Assisted with grant proposal and annual evaluations.
- Recruited, monitored, and submitted evaluation paperwork for interns.
- Provided in-service training for local law enforcement and fire investigation agencies.
- Investigated and prepared high-profile criminal cases.
- Coordinated warrant extraditions with the Allen County Sheriff's Department Warrants Division.
- Supervised the daily operation of misdemeanor arrest documents preparation and reviewed felony probable cause affidavits for court.
- Researched and implemented new laws and policies in the office and with outside agencies. Created documents applicable to law changes and policies.
- Responded to incoming citizen, media, and law enforcement calls and resolved issues.
- Coordinated special security details with deputy prosecutors and law enforcement to ensure support for trials and witness protection.

*Deputy Chief Investigator*

1998 – 2001

- Provided in-service training for local law enforcement agencies.
- Presented programs to local colleges to recruit interns.
- Supervised and evaluated investigative staff, building security and interns.
- Served as office liaison for Fort Wayne Police Department and Allen County Sheriff's Department Comstat meetings.
- Reviewed probable cause affidavits; investigated and prepared criminal cases.

- Responded to on-call pager for arson investigators and assessed crime scenes.
- Coordinated and participated in witness protection details.

*Investigator* 1992 – 1998

- Reviewed and prepared on-site misdemeanor charges.
- Evaluated and prepared all 72-hour felony cases, homicides and traffic fatalities.
- Served subpoenas, located and interviewed victims and witnesses.

*Director of Pretrial Diversion Program* 1991 – 1992

*Paralegal/Intake Administrator* 1990 – 1991

### **Scholarship of Teaching**

#### *Development and Implementation of New Courses*

- 2014 Developed and implemented SOCI 356 Drugs and Social Justice for Criminology concentration within the Sociology program at the University of Saint Francis.
- 2011 Implemented SOCI 241 Violence and Victimology for Criminology concentration within the Sociology program at the University of Saint Francis, which was developed by Dr. David Mullins.

#### *Workshop Trainer*

- 2011 Conducted training seminars for the Allen County Election Board to instruct election day inspectors on their responsibilities at polling stations.
- 2008 Co-Presenter: Captivating Adult Learners, ITT Technical Institute

### **Scholarship of Integration**

Invite guest speakers from various disciplines to speak in my classes, including: psychologists, victim advocate, domestic violence coordinator, police officers, arson investigators, adult and juvenile probation officers, and attorneys.

Integrate my criminal justice and criminology education, along with my experience as an investigator with the prosecuting attorney's office, a researcher of jail populations, probation officer, substance abuse educator, and drug court case manager to guide my students with understanding the interdisciplinary connections throughout the criminal justice system.

### **Scholarship of Discovery**

#### *Research Proposal*

- 2012 Socioeconomic Factors that Contribute to the Successful Completion of a Drug Court Program, Indiana State University.

#### *Research papers presented to faculty at the University of Saint Francis*

- 2013 The Impact of Childhood Maltreatment on Adolescent Substance Abuse and Delinquency (Advanced Human Growth and Development)
- 2013 Cognitive-Behavioral Therapy for the Treatment of Substance Abuse and Co-Occurring Disorders (Behavioral Medicine in Rehabilitation Counseling)

*Research papers presented to faculty at Indiana State University*

- 2011 Looking at Methamphetamines from the Inside Out (Drugs and Society)
- 2011 Synthetic Cannabinoids: The “High” Road to Criminalization (Law and Society)
- 2010 Policing a Free Society: Past, Present and Future (Police Problems and Practices)
- 2009 Have Television Crime Dramas and Reality Crime Shows Affected How Criminal Justice Professionals Perform Their Job Functions? (Internship)

**Scholarship of Application**

*Invited Speaker*

- 2013 Leo Jr./Sr. High School Career Exploration Opportunities Day. Provided an overview of the Criminal Justice System and Problem Solving Courts, and made the students aware of potential education paths and career options.
- 1998–2008 Provided annual in-service training to Allen County law enforcement agencies and fire investigators.
- 1998 Presented the Eddie the Eagle Gun Safe Program to elementary school children.

*Paid Consultant*

- 2009 Consultant for Allen Superior Court Pretrial Services Department. Conducted an assessment of the department and presented the results to the Superior Court Judges. The assessment resulted in an additional employee and a more streamlined process to expedite the release of non-violent offenders.
- Conducted an Allen County Jail population study. Reviewed the status of 808 inmates held in the jail to determine their incarceration status. Conducted interviews with individuals who were being detained solely on their inability to post bond. Prepared bond reports that were submitted to the Superior Court Judges for a bond review.
- 2009 Created the Internship Policy Manual for Criminal Division Services.
- 2009 Worked with the Indiana Judicial Center to acquire accounts for Indiana Risk Assessment System (IRAS), No Contact Orders, and Bureau of Motor Vehicles (BMV), allowing access for employees of Criminal Division Services.

*Roundtable Advisor*

- 2007 Participated in Immigration Law Enforcement Cooperative Roundtable hosted by U.S. Congressman Mark Souder.

*Funded Grant*

- 2004 Allen County Prosecuting Attorney’s Office Domestic Violence Coordinator \$33,000.

Assisted with initial proposal, hired the employee, and assisted with annual evaluations.

### **University of Saint Francis Service**

- 2014 Volunteer for Christmas in the Castle.
- 2010 Coordinated with the Fort Wayne Police Department to have a speed limit sign set up in front of the North Campus on Spring Street to make drivers aware of their speed near the crosswalk.
- 2009 Participated in fundraising for Habitat for Humanity, coordinated the donation of games for the Habitat for Humanity booth at the Fort Wayne Children's Zoo for alumni day.

### **Community Service**

- 2001-2008 Allen County Arson Task Force.
- 2000-2008 Crime Stoppers Advisory Board Member.
- 2004 Interview panel for Fort Wayne Police Department recruit class applicants.
- 1995-1998 Big Brothers/Big Sisters Advisory Board Member; Chair "Cops for Kids" bowling fundraiser, committee member Bowl for Kids Sake and Spaghetti Dinner fundraisers.

### **Select Training Seminars Attended**

- 2009-2014 Annual Problem Solving Court Workshop
- 2010/2014 Motivational Interviewing
- 2013 National Association of Drug Court Professionals National Conference, Washington D.C.
- 2008 Teaching to Different Learning Styles
- 2008 How to Prepare an Exciting Lesson Plan
- 2008 Classroom Management Techniques
- 2001 Domestic Preparedness Training
- 2000 National Pro-Family Conference: Citizens for Community Values, Cincinnati, Ohio
- 2000 FEMA Consequences in Terrorism, Mt. Weather, Virginia

### **Professional Memberships**

- American Correctional Association
- Indiana Criminal Justice Association
- National Association of Drug Court Professionals