

# Jo Juanita Dixon

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## Profile

I am a highly successful and decorated retired Jacksonville Sheriffs Office of Duval County, Florida police officer. I have a plethora of skills and experience in the law enforcement field. My primary areas of expertise are: crime prevention, specifically Crime Prevention Through Environmental Design (CPTED) and juvenile crime prevention and intervention. My skills are matched by my numerous certifications in areas of law enforcement including; corrections, patrol, sex crimes investigations, juvenile prevention and intervention services, school safety, park services and CPTED.

My skills and knowledge do not simply end with law enforcement. I am very active in the Jacksonville community and also have prior experience as a child care center owner. Most recently I have demonstrated that I possess the skills necessary to manage a high volume state office. I served as a legislative aide for a State Representative in the Florida House of Representatives.

I plan to utilize my expertise and leadership skills to enhance the residential experience for the citizens of the City of Jacksonville.

## Employment

### State of Florida, House of Representatives November 2016- August 2017

- **Legislative Aide/ Chief of Staff, House District #14, Jacksonville**
  - Research and assist in writing legislation
  - Prepare all relevant study material for various bills and laws
  - Create talking points and presentations for the Representative
  - Organize and maintain the Representatives daily calendar
  - Schedule meetings with constituents and other dignitaries
  - Plan, Organize and manage district wide events such as town hall and Farmshare
  - Submit all monthly and quarterly financial reports to the State on behalf of the district
  - Handle all financial responsibilities on behalf of the district (i.e. pay rent, utilities, etc.)
  - Prepare all appropriation requests and submit through LEAGIS for consideration by the state
  - Manage district personnel who work in the local office

## **Jacksonville Sheriffs Office November 1988 - March 2014**

- **Correctional Officer November 1988 – November 1990**
  - Supervising inmates
  - Property room officer responsible for intake, inventory of property, and return of property upon release
  - Releasing officer responsible for all documents regarding inmate release as well as processing release of inmates by end of sentence, surety and other bonds, inmate release on his/her own recognizance, and transportation of inmates including transfers to the state prison system.
  
- **Master Police Officer November 1990 –March 2014**
  - Police officer in Duval County, routine patrol
  - Police Youth Explorer Program coordinator
  - Special Events Coordinator @ the inception of the Jacksonville Jaguars
  - Sex Crimes Detective
  - Police Athletic League Program coordinator
  - School Resource Officer
  - Parks Police Officer
  - D.A.R.E. (Drug Abuse Resistance Education) Officer
  - G.R.E.A.T. (Gang Resistance Education and Training) Officer
  - Crime Prevention Officer and CPTED Coordinator
  - counseled and managed two separate programs for troubled juveniles within the Duval County Public School System
  - detective/Investigations including public corruption of a high ranking official who was ultimately arrested, charged and served time for theft of a large sum of money from a local police organization

## **Little Giants Total Learning Center October 2001 – January 2005**

- **Child Care Center Owner/Operator**
  - Acquired all personal and business training and certifications required by the State of Florida Dept. of Health and the Dept. of Children & Family Services.
  - Responsible for all staff members maintaining proper certifications as required by the State of Florida.
  - Coordinated training, scheduled training, and managed payroll
  - Created all curriculum and worked hands on with children ages 0-12

## **Elite Security & Consulting, November 2015 - present**

- **Owner/Manager**
  - Responsible for all administrative duties including hiring, training, compliance with state regulations and job placement.
  - We offer consulting in many areas including Charter and Private schools and the creation emergency preparedness plans
  - Provide security for executives
  - Conduct commercial and residential CPTED survey

## **Key Skills**

- Law Enforcement & Public Safety
- Response to Terrorism
- Emergency Planning & Response
- Firearms Safety & Handling
- Security/Surveillance Operations
- Interviews & Interrogations/ Kinesics
- Youth Sports Administration
- Crisis Management
- School Resource/ Emergency Preparedness
- Community Engagement/ Outreach
- Criminal Investigations
- Crime Scene Management
- Crime Prevention
- Integrity
- Traffic Control
- Evidence Collection
- Defensive Tactics
- Leadership
- Legislative Assistance
- Computer – Typing, Microsoft Office, Word, Excel, Publisher & Powerpoint

## **Awards and Recognition**

- Named Officer of the Month for my work with the Police Explorer Program as the sole coordinator and Special Events Coordinator for creating a security plan for the Jacksonville Jaguars (stadium, 1995)
- I organized several police explorer youth recruit classes, created a 16 week written training program as well as a firearms training program and mentor/ride a longs with police officers
- Received numerous awards from the Police Athletic League for my work with youth
- Received several written commendations from citizens of the

- community for my fair and professional work ethic
- Recognized by the Jacksonville Brotherhood of Police Officers for Outstanding Leadership
- Awarded by the Florida Chapter Order of Eastern Star as Eastern Star of the Year for outstanding community service

## **Education**

Englewood Sr. High School - Jacksonville, Fl.  
High School Diploma, June 1986

Florida Community College – Jacksonville, Fl.  
Certificate of Training Correctional Officer, March 1989

Florida Community College – Jacksonville, Fl.  
Certificate of Training, Police Officer, November 1990

Florida Community College – Jacksonville, Fl.  
Childcare Leadership Management/Director, October 2002

Liberty University Online– Lynchburg, Va.  
Bachelor of Science Criminal Justice, Suspended classes due to my employment with the Florida House and the amount of time that it demanded. I plan to re enroll

## **Specialized Certification**

- Sex Crimes Investigations
- Interviews & Interrogations
- Kinesics Interviews
- Initial Response & Negotiations
- Civil Liability
- First Response to Violent Crimes
- Academy for Youth Sports Administrators
- School Resource Officer
- Response to Terrorism/ FEMA
- Rave & Club Drug Investigations
- National Incident Management
- Instructor Techniques
- Gang Resistance Education
- Cyber Safety
- Labor Relations
- Behavioral Observations in Child Care
- Special Needs Appropriate Practices for Children
- Child Care owner/ operator
- Security Agency Management

## **Community and Civic Organizations**

Jacksonville Brotherhood of Police Officers Inc., **Current President** 28 yrs.

**Sanctuary at Mount Calvary Baptist Church ,Current Youth Ministry Leader 21 yrs**

**Order of Eastern Star, State of Florida, Current State President 21 yrs.**

**Fraternal Order of Police, Past Chaplain/Board Member 28 yrs.**