
Gene DeMello, Jr.

Community Corrections Career – Thirty (31) Years

U.S. Probation Office (28 years): Probation Officer; Senior Probation Officer; Supervising Probation Officer; Assistant Deputy Chief.

Hawaii Paroling Authority (3 years): Parole Officer - Intensive Supervision of Parole

Professional Skills

- Highly skilled in identifying offender risk and needs
- Investigated pre-release plans and conducted assessments to determine readiness for release
- Identified interventions and resources
- Matched offender needs to community resource agencies
- Enforced probation and parole conditions
- Prepared case notes and court reports
- Monitored compliance through offender interviews, home and community contacts, collateral contacts
- Worked closely with judges, attorneys, treatment staff, community resources, and law enforcement
- Superior knowledge base of polices/procedures, statues and sentencing guidelines
- Developed policies and procedures
- Coached and mentors officers
- Electronic Monitoring Team Lead
- Accomplished supervisor and administrator (19 years)
- Developed strategic plans
- Managed operations (Presentence; Supervision; Administrative)
- Provided oversight of programs and services (Electronic Monitoring; Treatment; Search and Seizure; Firearms and Officer Safety)
- Prepared budget projections and managed budgets
- Prepared employee performance evaluations and performance improvement plans
- Prepared and delivered training curriculums
- Conducted internal audits, case audits, and quality control of work products
- Interpreted supervision statues and guidelines
- Represented the organization at conferences, national meetings, and professional engagements

Professional Experience

U.S. Probation Office, Honolulu, Hawaii
1/1992 to 6/30/2020:

- **Supervising U.S. Probation Officer (Retired) 6/2020**
 - **Supervising U.S. Probation Officer 5/2011/Application Product Owner 2/2014**
 - **Assistant Deputy Chief U.S. Probation Officer 1/2010**
 - **Supervising U.S. Probation Officer 7/2001**
 - **Senior U.S. Probation Officer 1/1998**
 - **U.S. Probation Officer 1/1992**
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Achievements

- Performed officer and supervisory duties for 2 years prior to my retirement on 6/30/2020. Managed a senior officer, the Drug Testing Laboratory Technician, supervised approximately 35 offenders on the island of Maui, and managed approximately 100 low risk offenders on administrative supervision.
- Worked on the implementation team to establish the district's in-house drug testing laboratory. Assisted with developing policies and procedures, ordered equipment, and developed training. The laboratory uses immunoassay screening which significantly increases the reliability of presumptive drug testing.
- Worked in a Temporary Duty position with the Administrative Office of the U.S. Courts (headquarter office) as the Product Owner of (national) web-based Applications. The Applications included: Electronic Reporting System (offender web-based check-in and reporting); Post Conviction Risk Assessment, an actuarial risk and needs that renders a risk level and dynamic risk factors that correlate to recidivism; and iSelfReport an iOS Application to identify criminal thinking styles. The applications continue to be used by more than 4,000 U.S. Probation and Pretrial Services Officers in 94 Judicial Districts. Defined business requirements and acceptance criteria for enhanced features. Worked with application users (probation officers, national and local management) and the technical team (software engineers, code developers, project managers and business analysts).
- Served as a co-leader in the migration from an enforcement/compliance supervision model to Evidence Based Practices (EBP). Reorganized staff and internal resources; created EBP adherent policies and procedures; aligned tasks and duties with the EBP Principles; developed and delivered training curriculums; realigned work processes and products; aligned stakeholders to the EBP model; and provided oversight and quality control of the organizational initiatives.
- Improved operational efficiencies and updated antiquated operational policies and procedures. Rewrote content and made the manual more user-friendly with chapters, an enhanced Table of Contents, and a Glossary of relevant forms and documents. The end result: eliminated inconsistencies in our work processes; mitigated confusion; and improved meeting job requirements.
- Throughout my career I progressed through the ranks of an officer, senior officer, supervisor, and assistant deputy chief. The assistant deputy chief position was abolished in 2011 due to budget constraints. I returned to a supervisor position.

Job Responsibilities - Supervising U.S. Probation Officer

- Supervised a team of probation officers with caseloads of 40 to 55 federal offenders. Provided oversight of risk assessments. Conducted case staffing and identified offender risks and interventions. Identified appropriate programs and services. Approved requests for arrest warrants and approved revocation recommendations. Supervised violation investigations. Conducted case audits for policy and procedure compliance. Used data outcome measurements in dashboard reports to evaluate and assess officer performance.

- Coached and mentored probation officers. Trained new officers. Prepared annual Performance Evaluations. Documented work progress and employee accomplishments. Identified areas for improvement. Prepared employee Performance Improvement Plans with detailed performance deficiencies and professional developmental measures. Assigned work to probation officers. Made adjustments to officer caseloads based on diminished resources, shifts in workload demands, and budget constraints. Managed and prioritized the workload with competing interests within the organization.
- Fostered a collegial working environment internally and externally through collaboration, and networking with stakeholders. Communicated effectively, set clear expectations, and demonstrated supervisory and leadership credibility. Promoted open communication, fostered sharing of ideas, and created followers within the organization. Excellent verbal and written communication skills.

Job Responsibilities - Senior Officer

- Developed and managed the Electronic Monitoring program. Developed policies and procedures. Trained staff to install and use monitoring equipment. Monitored the program budget. Prepared budget projections. Provided oversight of operations and equipment inventory. Supervised the electronic monitoring caseload and high risk offenders.

Job Responsibilities - Officer

- Performed case management duties: maintained a caseload; prepared case plans; enforced conditions; conducted offender interviews; conducted field and office contacts; assessed offender risk; made referrals to community resources; conducted collateral contacts; conducted investigations into violation conduct; prepared violation reports and recommendations; reported offender activities and adjustment to the court and parole authorities; made decisions to return offenders to custody; presented violation evidence at revocation hearings; conducted pre-release planning.

Collateral Duties

- Served as the district Search Administrator. Supervised tactical operations. Coordinated offender arrests. Planned and executed searches. Planned and conducted surveillance of offender activities. Rendered critical decisions. Developed Operational and Tactical Plans. Worked collaboratively with law enforcement agencies. Conducted briefing with law enforcement for searches and arrests. Participated in planning for office security. Assumed the leadership in developing and coordinating the district's Active Shooter policy and training.
- Served as District Firearms Instructor for 9 years. Maintained the firearms and ammunition inventory, body armor inventory, search and seizure equipment, and tactical equipment. Maintained a national certification in the Use of Force continuum; firearm handling; marksmanship; tactical movement and positioning; firearms maintenance and inventory; and provided oversight of Assistant Firearms Instructors.

Hawaii Paroling Authority Honolulu, Hawaii
1/1989 to 12/1991

Social Worker IV – Parole Officer, Intensive Supervision of Parole

Job Responsibilities

- Supervised high-risk parolees. Enforced parole conditions. Monitored compliance. Conducted investigations into noncompliance. Prepared reports. Participated in revocation proceedings. Conducted release planning. Made referrals to community resources for treatment, housing, and employment. Assisted in developing policies and procedures.

Education

University of Portland, Portland, Oregon

Bachelor of Science in Society and Justice