

CONNIE SMITH

Experience

United States Probation and Pretrial Services

Chief U.S. Probation and Pretrial Services Officer

October 2010 to Present

- Court Unit Executive responsible for approximately 125 employees
- Lead the successful consolidation of U.S. Probation and Pretrial Services
- Responsible for budget, personnel, procurement, space and security, operations, human resources, and information technology
- Lead 14 management team members
- Serve all U.S. District Court and U.S. Magistrate Judges in the Western District of Washington
- Work in conjunction with U.S. District Court Executive
- Collaborate, maintain and build professional relations with U.S. Attorney's Office, U.S. Marshals, Federal Public Defenders, human services organizations, and law enforcement agencies
- Set the organizational culture and standards for mission driven work of providing impartial investigations, proactive supervision, community protection and evidence based practices to reduce recidivism and impact lives
- Excel at compliance with national standards
- National leader in proactive evidenced based programs
- Serve as a national trainer for the Federal Judicial Center
- Committee member of the Ninth Circuit Space and Security Committee
- Former chair of the National Federal Judicial Center Training and Education Committee
- Provide executive leadership coaching and organizational development for multiple districts

United States Pretrial Services, Western District of Washington

Deputy Chief United States Pretrial Services Officer

October 2001 to October 2010

- Deputy Chief U.S. Pretrial Services Officer Type II is second-in-command to the Chief U.S. Pretrial Services Officer and assists in the administration and management of U.S. Pretrial Services for the Western District of Washington.
- Perform operational oversight of U.S. Pretrial Services as an administrator in the Western District of Washington.
- Supervise 20 staff members including supervisors, specialists, officers, and support staff. Complete systematic performance evaluations of all subordinates.
- Oversee the organization and management of the district to insure expeditious and objective handling of Pretrial investigations and the effective supervision of defendants.
- Provide input and guidance to the Chief Pretrial Services Officer in the formulation, implementation, and modification of Pretrial investigations, and supervision.
- Promulgate policies, procedures and guidelines necessary to meet requirements.
- Provide input and recommendations to the Chief Pretrial Services Officer in procedures including strategic planning, continuous improvement, and assessment and measurement of workflow.
- Conduct audits to verify compliance with national, local, agency policy, procedures, court specified conditions and administrative practices. Analyze findings to formulate solutions including development of or modification to existing policies, procedures or administrative practices.
- Assist the Chief Pretrial Services Officer in overseeing the budgetary requirements of the district including management of annual budget, authorizing expenditures, and insuring fiscal controls. Partner with the Chief Pretrial Services Officer and Budget and Procurement Administrator to target short and long range budget goals and requests.
- Work in tandem with the Chief Pretrial Services Officer in estimating personnel, space allocation, travel expenses, and purchase of services, equipment and supplies.
- Delegated the following authorities: certified approval officer in FAST (travel and purchase order) and alternate payroll certifying officer.
- Provide input and guidance to the Chief Pretrial Services Officer in the selection of officers for appointment and the hiring of all other staff members.
- Seek guidance, cooperate, and partner with the District Court Executive regarding budgetary matters, consolidated personnel planning, court requests, and maintaining excellence in Court operations.
- Seek guidance and partner with the Director of Administrative Services and staff in the selection of personnel, performance evaluations, performance issues, disciplinary actions, budget administration, and procurement.
- Partner with the Directors of Information and Technology regarding district automation plan, assess budget requests, training needs and initiatives.
- Oversee and partner with the Data Quality Analyst to insure integrity of data and compliance with national statistical reporting requirements. Analyze data and coordinate statistical studies and reports information accordingly as required by the court, circuit, and Administrative Office of the U.S. Court.
- Partner with Administrative Services to insure compliance with internal control procedures and assist the Chief Pretrial Services Officer in the administration, development and revision of Pretrial Services internal controls.
- Oversee the development and administration of programs, including evidence-based programs, and actively participate in new program development to insure quality.

- Review, interpret, and stay abreast of statutory, Judicial Conference and Administrative Office requirements and implement policy and procedure accordingly.
- Serve as liaison to all District and Magistrate Judges. Seek feedback on Pretrial Services operations and provide specific recommendations at the request of the Court.
- Provide statistical information and analysis to District and Magistrate Judges.
- Delegate decision making authority accordingly while insuring accountability of staff.
- Operational oversight of Continuity of Operations Plan (COOP) for Pretrial Services. Active member of the Court COOP team including assisting in the development and revision of COOP policies, and provide input on occupant emergency procedures.
- Oversee training programs, provide training opportunities, and model continuous professional development. Identify training needs and monitor staff development.
- Establish and maintain cooperative relationships with U.S. Probation in the Western District of Washington and nationally with U.S. Probation and U.S. Pretrial Services. Insure all requests are met promptly and efficiently.
- Establish and maintain cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and public and private social service agencies.
- Promote, establish and maintain an environment which encourages collaboration, enthusiasm, and morale.
- Participate in public relations to educate the community about Pretrial Services nationally and locally.
- Confer with judges, attorneys, and other interested parties to interpret office policy, procedures and case law.
- Monitor community issues and events with special focus on alleviating hazardous office and field incidents.

United States Probation, Western District of Washington

June 1994 to October 2001

Supervising Probation Officer

January 2001 to October 2001

- Operational oversight of two specialists', two presentence officers, and two supervision officers. Managed, reviewed, and evaluated the duties and performance of officers.
- Provided consultation to officers regarding writing, investigative, and supervision skills, in addition to assisting officers with complex problems and circumstances of offenders.
- Provided leadership in the development of sentencing alternatives.
- Assigned case work and ensured maintenance of expeditious delivery and adherence to policy, procedure, and guidelines.
- Served as catalyst link between line staff and administration, insuring implementation of administrative direction while concurrently providing information to Deputy Chief and Chief Probation Officer for future administrative action.

- Provided organizational and staff development in the implementation of programs and training.
- Conducted unit meetings to insure open communication and address operational concerns.
- Developed and maintained cooperative relationships with all court family members and extended correctional, law enforcement and social service agencies.

Supervision Officer

February 1997 to January 2001

- Managed, investigated, and evaluated caseload of adult felony offenders.
- Monitored and assessed offenders' transition to supervision and the community.
- Prepared reports, attended and testified at court hearings, conducted field work, and served as community referral resource and Bureau of Prisons liaison.
- Organized and conducted searches.
- Conferred with judicial officers regarding violation behavior.
- Developed and maintained cooperative relationships with law enforcement, extended court family, and social service agencies.

Presentence Officer

June 1994 to February 1997

- Interviewed defendants, investigated, and evaluated criminal charges and criminal behavior for sentencing. Prepared and wrote presentence reports.
- Interpreted, assessed, and applied U.S. Sentencing Guidelines and case law.
- Conferred with judicial officers regarding sentencing guidelines.
- Developed and maintained professional relationships with extended court family.

United States Pretrial Services, Western District of Washington

United States Pretrial Services Officer

June 1992 to June 1994

- Interviewed, evaluated, and assessed criminal charges, and defendant behavior to specifically address risks of non-appearance and danger.
- Prepared written reports, attended and testified at court hearings, and made recommendations to specifically address release or detention.
- Supervised caseload of defendants released on supervision.
- Selected by the Administrative Office for the U.S. Courts for temporary duty to write draft of Monograph 111, Field Supervision for U.S. Pretrial Officers.

State of Washington Department of Corrections

Community Corrections Officer II

May 1989 to June 1992

- Managed and supervised a caseload of felony offenders.
- Investigated, evaluated, and monitored criminal behavior/history, drug/alcohol issues, mental health problems, and assessed levels of violence.
- Conducted field work, arrests, searches, and seizures.
- Prepared reports and testified at court hearings.

Pioneer Human Services, Helen Ratcliff House Work Release

Facilitator

June 1988 to April 1989

- Served as a liaison between Community Corrections Officers and resident's at all female work release facility. Monitored and evaluated offender behavior.
- Prepared written reports and served as a violation hearing member.
- Performed searches and security checks.

Tacoma Pierce County Employment and Training Consortium

Field Coordinator,

June 1986 to September 1986, June 1987 to September 1987

- Provided career counseling for low income at-risk youth. Determined applicant eligibility, performed assessments, and served as liaison between youth and employer while supervising youth in the community.

King County Juvenile Courts, Prosecuting Attorney's Office

Victim Advocate

October 1986 to May 1987

- Prepared financial investigations for prosecuting attorneys, liaison between victim and prosecutor, attended court hearings on behalf of victims, and aided victims in understanding the juvenile justice system.

City of Seattle, Department of Human Resources

Youth Advisor

October 1985 to June 1986

- Recruited and monitored academically at-risk and low-income youth. Provided tutorial assistance and developed career alternatives.

Pierce County Juvenile Courts

April 1983 to August 1985

- I held five different paid positions with increasing responsibility: Structured Learning Instructor, Probation Officer Aide, Crew Supervisor and Detention Aide.

EDUCATION

Master of Arts in Organizational Development
Seattle University
June 2009

Bachelor of Arts in Criminal Justice
Seattle University
June 1988

ACHIEVEMENTS AND ACTIVITIES

- Developed curriculum and served as a national trainer for the Federal Judicial Center (FJC) in the following categories: New Officer Orientation, Applied Officer Safety Training, and Experienced Supervisors Symposium, 1997-2008.
- Graduate of the Federal Judicial Center's Leadership Development Program, June 2007.
- Served on the Federal Judicial Center National Mentoring Team, 2008-2009 and current mentor for FJC Leadership Development Program.
- Completed the 40 hour Federal Judicial Center's Program, Executive Team Seminar, on shaping organizational culture in 2006 and the 40 hour Federal Judicial Center's Lessons from Lincoln on historical lessons and application of leadership in 2004.
- Received Level Two contracting certification for Simplified Procurement Procedures for Treatment Services from the Administrative Office (AO), 2005.
- Certified in AO Budget Fundamentals Training, 2009.
- Member of the AO National Pretrial Release Team, 2009
- Member of the AO National Program Review Team, 2008.
- Safe Call Now Advisory Board Member since 2008. Leader of Safe Call Now Federal Board since 2009.
- Member of the AO Information Technology Planning and Implementation Assistance Program, 2009.
- Certified Moral Reconciliation Trainer (MRT), 2009
- National point-of-contact for Pretrial Services Supervision Monograph 111 since 2007.
- Founding member and trainer of U.S. Pretrial Services and Probation Financial Education Program, 1998.

- Founding member and trainer of U.S. Pretrial Services Freedom-to-Incarceration Program, 2007-2010.
- Leader in the development and implementation of the U.S. Pretrial Services Crisis Intervention Program, 2010.
- Fostered relations with U.S. Customs and Border Patrol to secure office space for the Canadian Supervision Program, 2005. Enhanced relations with Canadian Community Corrections for supervision of Canadian defendants, 2004-2010.
- Federal Detention Center Liaison from 1997-2001.
- Recipient of U.S. Probation Officer of the Year for Special Contribution, 1997 and 1999.
- Recipient of the Seattle University Criminal Justice Department Advisory Board Member of the Year 2016.
- Featured Alumni Voice in Seattle University Magazine Spring 2016.