FAUQUIER COUNTY SHERIFF'S OFFICE

Lt. Col. Paul F. Mercer, Jr.
Chief Deputy

Administration
(540) 422-8600
Fax (540) 422-8605

Adult Detention Center
(540) 422-8700
Fax (540) 422-8710

Criminal Investigations
(540) 422-8650
Fax (540) 422-8606

Charlie Ray Fox, Jr.
Sheriff

78 West Lee Street

Warrenton, Virginia 20186

Civil Process
(540) 422-8610
Fax (540) 422-8609

Non-Emergency
(540) 347-3300

August 7, 2015

Virginia Imforamtion Technologies Agency (VITA)
Attn: Dr. Dorthy A. Spears-Dean, Ph.D.
Public Safety Communications Coordinator

Dear Dr. Spears-Dean,

I am writing my letter of intent and committement to seek appointment to the Regional Advisor Council. I feel that my years of experience in emergency communications and interest in new technologies will serve the committee well. I am prepared to make the necessary commitments to the commmittee.

I have attached my resume and as you can see I am very committeed to public safety and emergency communications. In 2014, I received my Registered Public Safety Leader (RPL) through the Association of Public Safety Communications Officers (APCO) and recently sat for the National Emergency Number Professional (NENA) Emergency Number Professional (ENP) test and priliminary results show that I have passed.

I am excited to see Virginia moving forward with Next Generation 9-1-1 and would like to be involved in the process.

Thank you for your consideration.

Sincerely,

Joell D. Kight

Joell D. Kight, RPL
Training Coordinator

Joell D. Kight, RPL

Home 540-812-4397
Work 540-422-8643
Cell 540-219-0593

808 Autumn Ridge Road
Culpeper, Virginia 22701
joell.kight@fauquiercounty.gov

Career Objective

Position as the emergency communications representative to the Virginia Emergency Medical Services Advisory Board.

Executive Profile

Over thirteen years of management experience. Successful experience in administration, resource management, personnel administration, training, and interdepartmental relationships. Possess excellent leadership, organization, communication, presentation, critical thinking and effective problem resolution, negotiation, education and relationship management skills.

Qualification Highlights

- Eighteen years of experience in Emergency Communications, dispatch radio communications and management
- Trained, and evaluated Emergency Communications Specialist personnel. Mentored new employees on center objectives, public safety, and employee expectations.
- Obtained Association of Public Safety Communications Officer (APCO) Project 33 Training Standards
- Obtained APCO Registered Public Safety Leader
- Certifications in Department of Criminal Justice Service Emergency Communications Basic and General Instructor, Association of Public-Safety Communications Instructor in: Emergency Communications Basic, Emergency Medical Dispatch, Fire, Communications Supervisor, Communications Training Officer, also certified National Incident Management Systems, Incident Command, Tactical Dispatch, NCIC/VCIN Instructor, Critical Stress Management
- Twelve years experience Emergency Medical Technician - Intermediate/Firefighter and 2 years experience Auxiliary Deputy

Areas of Experience

Leadership

I have been a leader at the Fauquier County Sheriff's Office over the past sixteen years. My current role as training coordinator, since 2013, includes many managerial and operational roles. I overseer 4 shift supervisors, 20 emergency communications specialist and the radio manager. I also manage scheduling, FOIA request, CAD operations and maintenance, quality assurance/quality improvement and EMD Manager. I have held the role of training coordinator from 2002-2009 due to a county reduction in forces and the elimination of a position was re-assigned to shift supervisor in 2009. Prior to that, I was a Shift Supervisor from 1999-2002 and was an Assistant Supervisor from September 1998-1999. I have led emergency response teams as an Emergency Medical Technician - Intermediate responding to medical emergencies throughout the county. I spent several years as a youth advisor at the Midland Church of the Brethren, leading youth in church related activities.

Scheduling/Workflow Management

Strong ability to direct center personnel during crisis. Ability to complete schedules, offering training, leave and adapting to staff shortage. Strong time management skills completing assigned task early.

Multi-task/Detail Orientation

Ability to answer phones, monitor radio traffic and complete CAD (computer aided dispatch) task while monitoring floor personnel activities.

Personnel Training and Evaluation/Supervisory Skills

Coordinated the training of all personnel and oversee evaluations of on-the-job trainers. Monitor progress of trainees and make recommendations of placement

Document Management/Organization

Maintain personnel, training, and NCIC/VCIN files

Additional Employment History

Supervisor and Training Coordinator — 1997 to Present
Fauquier County Sheriff's Office
Provide training and assistance to employees and trainees; coordinate training and work activities; troubleshoot problem situations; development and delivery of departmental training program; evaluate trainee progress; maintain VCIN records and employee training records; Safety Officer, conduct internal/external investigations of complaints; 800 MHz radio project; receive and dispatch emergency and non-emergency calls; operate Computer Aided Dispatch program.

Store Manager — 1992 to 1997
Fauquier Feed Supply — Bealeton, Virginia
Ordered, priced and stocked merchandise; planned sales events; assisted customers; accounts receivable and grain payable clerk; receptionist; scales operator; grain grading; maintained records; operated radio and phones

Accounts Receivable — 1985 to 1992
Fauquier Grain — Bealeton, Virginia
Accounts receivable and grain payable; receptionist; scales operator; grain grading; ordered, priced and stocked merchandise; assisted customers; operated radio and phones; scheduled delivered; and planned sales events

Education

H.S. — 1988
Fauquier High School — Warrenton, Virginia

College — 2002-2004

Ashworth College – A.A.S. Criminal Justice — Norcross, Georgia

Waldorf College – B.S. Criminal Justices — 2011-2013
Forrest City, IA

Certifications

- Communication Officer Basic, Rappahannock Regional Criminal Justice Academy — 1998
- Association of Public-Safety Communications Officials, International, Inc.
  - Public Safety Telecommunicator Instructor — 2003-2016
  - EMD Instructor/Manager — 2005-2016
  - Communications Training Officer Instructor — 2005-2016
  - Fire Service Communications Instructor — 2005-2016
  - Communications Center Supervisor Instructor — 2005-2016
  - Registered Public-Safety Leader — 2014-2018
- Critical Incident Stress Management: Individual Crisis Intervention and Peer Support, UMBC, Norfolk, Virginia — 2001
- VCIN Instructor, Rappahannock Regional Criminal Justice Academy, Fredericksburg, Virginia — 2002-2016
- Tactical Dispatch, Dispatch Training & Consulting, Gwinnett County, Georgia — 2000
- National Incident Management – IS-100, 195, 200, 700, 800 — 2005
- Emergency Management Institute Hurricane Preparedness and Recovery, Response and Mitigation — 2006
- Health Care Provider CPR, American Heart Association — 2014
- Department of Fire Programs Firefighter I/II Class — 2006
- Department of Fire Programs HazMat Operations — 2006
- EMT-Intermediate — 2018
- PSAP Manager, Association of Public-Safety Communications Officials International, Inc. — 2005

Courses and Seminars

- How to instill a strong work ethic in your organization, Dale Carnegie Training, Fairfax, Virginia 2002
- Mental Health/Substance Abuse Crisis Intervention Team Training Class, Mental Health Association of Fauquier County and Fauquier CADRE, Warrenton, Virginia 2002
- Microsoft Office – Basic, Access 2000 Basic, Excel Basic, and Power Point Basic 2004

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Administration
(540) 347-6850
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Corrections
(540) 347-6837
Fax (540) 349-2289

Criminal Investigations
(540) 347-6870
Fax (540) 349-2284

Charlie Ray Fox, Jr.
Sheriff

78 West Lee Street
Suite 200
Warrenton, Virginia 20186

Civil Process
(540) 347-6933
Fax (540) 349-2291

Non-Emergency
(540) 347-3300

August 7, 2015

Virginia Information Technologies Agency (VITA)
Attn: Dr. Dorothy A. Spears-Dean, Ph.D.
Public Safety Communications Coordinator

Dear Dr. Spears-Dean,

This letter is to serve as a letter of Agency support for Mrs. Joell Kight as she pursues an appointment to the newly formed Regional Advisory Council (RAC). The Fauquier County Sheriff's Office understands the time commitment necessary for the position and supports that.

Joell continues to be a valued member of our Communications Center team. Her professionalism and continued professional growth would serve the RAC well in its mission.

Thank you for your time and continued support of Fauquier County's PSAP.

Sincerely,

Robert C. Wilcox
Major