7314 KITCHAWAM COURT • CHESTERFIELD, VA 23832
PHONE 804-675-1698 • E-MAIL HULONWILL@AOL.COM

HULON L. WILLIS, JR., M.S.W.

OBJECTIVE

To obtain re-employment in the field of criminal justice as a displaced employee of the District of Columbia Department of Corrections due to the closure of the Lorton Correctional Complex.

PROFILE

- Comprehensive experience in multiple aspects of correctional management to include security and programmatic operations, budget and human resource management, contract administration, compliance monitoring, ACA Accreditation, staff training, and policy/procedure development and implementation.
- Proven ability to trouble shoot and develop creative, innovative solutions to criminal justice challenges; successfully managed change for improved performance.
- Demonstrated success at identifying processes and complex systems; works with staff to enhance operations, establishes goals, and implements strategies to achieve those goals.
- Skilled in team development and project management, communicates objectives, plans and organizes workflow; and conducts individualized training.
- Strong analytical, writing and legal research skills; performed research in application for preliminary relief in U.S. District Court on conditions of confinement.
- Proficient in the use of personal computers, peripherals, and software packages; experienced in Internet research to include Lexis-Nexis.

EDUCATION

1982–1985 Howard University Washington, DC

M.S.W.

- Researched and wrote a thesis in social service management titled, "Enhancing the Managerial Effectiveness of Correctional Administrators and Managers."

1972 - 1977 College of William and Mary Williamsburg, VA

B.A. in Sociology

BZA
Case No. 16998
Exhibit No. 69

Board of Zoning Adjustment
District of Columbia
CASE NO. 16998
EXHIBIT NO. 69

PROFESSIONAL EXPERIENCE

2001-2002 Department of Corrections Washington, DC

Special Assistant to the Deputy Director for Administration

- Served as a principal advisor to the Deputy Director for Administration on all matters pertaining to the overall management and administration in the service areas of management information systems, risk management, human resource management, contract management, medical services and community release programs.
- Served as a principal liaison to the Office of the Deputy Director for Operations, Legal Services, Internal Controls and the Office of Communications.
- Maintained regular contacts with key officials of the District, Federal and State agencies and as directed represents the Deputy Director on a wide variety of standard administrative and/or institutional issues.
- Conducted meetings on behalf of the Deputy Director.
- Served as a troubleshooter for the Deputy Director with the intent of resolving critical and/or other problems from a management perspective.
- Prepared correspondence for the Director and/or Deputy Director.

1999–2001 Department of Corrections Washington, DC

Correctional Program Specialist (Contract Monitor)

- Responsible for the on-site monitoring of a contract between the D.C. Department of Corrections and the Virginia Department of Corrections to house inmates in the State of Virginia.
- Reported operator performance to the agency.
- Prepared and submitted monthly reports on contract compliance.
- Prepared and submitted written reports of contractual non-compliance issues with recommended plans for corrective action.
- Provided guidance, advice and direction to the operator in areas of contract compliance, case management and parole concerns and other matters involving the District of Columbia's criminal justice system.
- Served as the team leader and participated in the nationwide audits of other correctional facilities under contract with the D.C. Department of Corrections.

1999–2001 Department of Corrections Washington, DC

Correctional Program Specialist (Compliance Program Monitor)

- Provided oversight of the Central Detention Facility's compliance with court orders, consent decrees and other legally mandated requirements arising from the *Campbell v. McGruder* and *Inmates of D.C. Jail v. Jackson* consent Decrees.
- Developed and implemented action plans for monitoring court ordered compliance in the areas of medical, mental health, food service, sanitation, and security.

- Conducted site reviews and audits of facility operations to ensure compliance with court mandates and national correctional standards.
- Prepared and compiled monthly reports for submission to the United States District Court.
- Prepared and submitted written reports of non-compliance issues with recommended plans for corrective action.
- Developed and maintained a database to monitor facility's rate of compliance court mandates and national correctional standards

1993 - 1993 Department of Human Services Washington, DC

Superintendent (Acting) Oak Hill Youth Center

- Detailed for nine months from the D.C. Department of Corrections to direct the overall day-to-day activities of the maximum-security facility for juveniles committed to the D.C. Department of Human Services.
- Provided direction and deployment of a correctional force in order to protect the security of the institution, maintain the discipline and decorum of the residents, and encouraged work production and training.
- Directed the programmatic needs of the facility in the areas of Social Services, Psychological Services and Religious Services.
- Provided assistance to the Youth Services Administration in determining institutional needs.
- Provided assistance and guidance in the closure of the Cedar Knoll Youth Center.

1992 - 1992 Department of Human Services Washington, DC

Assistant Superintendent (Acting) Cedar Knoll Youth Center

- Detailed for 120 days from the D.C. Department of Corrections to direct the day-to-day activities of juvenile facility for the D.C. Department of Human Services that had been plagued with problems of mismanagement and serious lapses in security.
- Provided direction and deployment of a correctional force in order to protect the security of the institution, maintain the discipline and decorum of the residents, and encouraged work production and training.
- Provided assistance to the Facility Superintendent in determining institutional needs.
- Responsible for the development and implementation of the interior and exterior (perimeter) security systems.

1990–1993 Department of Corrections Washington, DC

Correctional Institutional Administrator (Deputy Warden)

- Directed the day-to-day activities of programs, operations and support services at various correctional facilities in the D.C. Department of Corrections.
- Responsible for the development, expenditure and monitoring of budgetary and human resource needs of the facility.

- Provided direction and deployment of a correctional force in order to protect the security of the institution, maintain the discipline and decorum of the inmates, and encouraged work production and training.
- Provided assistance to the Facility Administrator (Warden) in determining institutional needs.
- Directed the programmatic needs of the facility in the areas of Inmate Classification and Parole, Psychological Services and Religious Services.

1989–1990 Department of Corrections Washington, DC

Correctional Program Administrator

- Responsible for the overall day-to-day activities of programs, operations and support services at 258-bed community-based correctional center.
- Provided guidance and direction to the correctional staff in the areas of internal and external security, urine surveillance, and surveillance of inmate activities in the community.
- Provided guidance and direction to treatment staff in the programmatic needs of inmates in the areas of classification and parole, psychosocial services, substance abuse treatment, educational/ vocational training, employment and religious services.

1986 - 1989 Board of Parole Washington, DC

Director of Administration (Acting)

- Responsible for the development, management and administration of the agency budget.
- Responsible for the management and direction of administrative services in the areas of procurement, personnel, records management, fleet management and support services.
- Conducted in-office interviews of parolees on allegations of technical violations of their conditions of parole; made recommendations to board members for disposition of allegations.

1985 - 1986 Board of Parole Washington, DC

Parole Analyst

- Reviewed parole cases, to include information submitted by medical officers, social workers, and other professionals, to determine the relative risk of a parole applicant if released to the community.
- Provided written and oral recommendations of actions to be taken on parole applicants.
- Maintained an active caseload of individuals currently on parole and in pre-parole or post-parole status.

1979 - 1982 Federal Correctional Institution Petersburg, VA

Correctional Officer

- Responsible for enforcing the rules and regulations governing the operation of a federal correctional institution to include the

confinement, safety, health, and protection of inmates.

- Supervised the various work assignments of inmates
- Supervised inmates and/or correctional staff in various housing units to include minimum security camp, administrative and disciplinary segregation units, protective custody units and receiving/discharge units.
- Institutional Trainer in Self-Defense.
- Promoted to the rank of Senior Officer Specialist.

ADDITIONAL PROFESSIONAL ACTIVITIES

1992 - Present Howard University Washington, DC

Assistant Professor – Adjunct

- Serves as the field of practice instructor for criminal justice in the graduate degree program.
- Provided additional instructional services in the fields of social policy and social service management.
- Served as field placement instructor for criminal justice/social service management students.

PROFESSIONAL DEVELOPMENT

- Freedom of Information and Privacy Act Workshop, U.S.D.A. Graduate School, Washington, DC. August 2001.
- ServSafe Certified Food Protection Manager, National Restaurant Association, Washington, DC. May 2001.
- National Association of Blacks in Criminal Justice Regional Conference, Norfolk, VA, March, 2001
- Jail Security Assessment, National Institute of Corrections, Washington, DC. June 2000.
- Contracting Basics for COTR'S, U.S.D.A. Graduate School, Washington, DC. October 1999.
- Executive Training Session: Microsoft Office and Windows 95. Metropolitan Police Department and Department of Corrections, Washington, DC. April 1997.
- Training for Trainers, Department of Corrections, Washington, DC. February 1997.
- American Correctional Association Training Program: Youth Services Administration Management Institute Training, Laurel, MD. September 1993.
- Correctional Management Training Program, University of the District of Columbia, Washington, DC. February 1993.
- American Correctional Association Training Program: Achieving Correctional Excellence - A New Horizon, Laurel, MD. September 1992.
- American Correctional Association Accreditation Managers Training Workshop, Oklahoma City, OK. May 1990.
- Association of Paroling Authorities International Conference,