

LaShanda B. Salters

SUMMARY: A skilled professional in criminal justice, with 25 years of experience in the courts system, to include probation, pre-trial and the court system.

EDUCATION:

M.B.A., minor Public Administration

Thomas University, Thomasville, GA 2011

B.S., Criminal Justice

Florida A&M University, Tallahassee, FL 2001

A.A., Paralegal Studies

Keiser University, Tallahassee, FL 1996

CORE QUALIFIERS:

- Strong investigative experience
- Budgetary experience
- Supervisory experience
- Knowledge of concepts of databases
- Case Management Review
- Ability to query and extract data
- Ability to understand and apply rules, regulations, policies and procedures

PROFESSIONAL EXPERIENCE:

Polk County Court Services, Bartow, FL

County Probation Program Manager – September 2019 – Present

- Responsible for overseeing the day-to-day operations of Misdemeanor Probation, Electronic Monitoring, and accompanying programs, including the supervision of branch supervisors, professional staff and support staff
- Responsible for assembling interview teams, interviewing prospective job applicants, hiring, and processing employment paperwork. Develops, interprets, and implements program procedures to ensure compliance with county, state, and federal policies, guidelines, rules, regulations, and laws
- Coordinate program activities with other agencies and/or departments. Responsible for the development of policies and procedures critical to the safe monitoring of inmates released to the Electronic Monitoring Program and offenders on domestic violence or Problem-Solving Court probation
- Responsible for the maintenance of the Treatment Referral directory used by County Probation staff. Participates in the process to approve treatment agencies acceptable for referral of individuals charged with Domestic Violence
- Overseeing the implementation of a new case management system
- Served on Domestic Violence Taskforce

Leon County Clerk of Courts, Tallahassee, FL

Courts Supervisor – May 2016 – August 2019

- Direct and supervise work of employees in the division
- Evaluate and standardize work procedures to improve efficiency
- Daily organization of schedules and workflow
- Respond to complaints, and non-routine inquiries from the public and employees
- Resolve problems and answer questions that employees are unable to solve

- Responsible for the collection of all cash payments to the Clerk of Court and collection of payments for court ordered costs and fines, traffic citations and child support

Leon County Supervised Pretrial Release Division, Tallahassee, FL

Pretrial Supervisor – November 2014 – May 2016

- Manage functions of the Division and Electronic monitoring Programs to ensure compliance and proper service to other criminal justice agencies and defendants assigned to the program
- Monitor and establish the budgetary and financial parameters for proper operations
- Coordinate with the Director options for resolutions of issues and concerns regarding current practices, processes and procedures in the division
- Monitor staff compliance with the organization, division and program policies and procedures
- Review and assess staff resources and needs, to properly coordinate with appropriate management to ensure training and tools to perform duties

Leon County Drug and Alcohol Testing, Tallahassee, FL

Coordinator – February 2010 – November 2014

- Coordinate and supervise daily operations of drug and alcohol testing programs
- Create schedules to ensure adequate and proper staffing for program operations
- Initiate personnel actions to include hiring and disciplinary actions
- Train existing and new staff on changes to Federal and State standards
- Prepare and oversee program budget to ensure adequacy of resources and responsible use of funds
- Maintain statistical and demographic information regarding client records
- Prepare daily, weekly and monthly reports
- Collaborate with courts and other local, state and federal agencies to assist with compliance of drug and alcohol testing

Leon County Probation Division, Tallahassee, FL

Senior Probation Officer – April 2004 – January 2010

- Interview assigned clients to monitor compliance with court-ordered requirements
- Complete and reviewed financial profile and case management plan at initial interview
- Filed termination and violations of probation due to client's compliance and non-compliance of court ordered conditions
- Attend all required court ordered appearances
- Enforce payments of all court ordered fees
- Maintain weekly and monthly statistical reports

Leon County clerk of Courts, Tallahassee, FL

Deputy Clerk/Court Specialist III – November 1999 – August 2003

- Attend small claims and county civil hearings
- Prepare judgments and orders
- Prepare landlord and tenant eviction packets
- Prepare Write of Garnishments
- Reconcile daily deposits as needed
- Prepare weekly court dockets
- Oversee pretrial docket in the absence of County Judge
- Input court minutes into database in a timely manner

CERTIFICATION:

Certified Public Manager

*The Center for Public Management
at Florida State University - 2017*

Certified Lean Six Sigma White Belt

The Breakthru Institute - 2020

Lean Project Management Course
The Breakthru Institute - 2020