

Curriculum Vitae

Thomas Warren

Adjunct Instructor – 2010 to present

Department of Criminal Justice and Criminology

CRIJ 2365 Correctional Systems, Practices and CRIJ 3363 Violent Offenders, CRIJ 4367

Correctional Strategies, CRIJ 2361 Introduction to Criminal Justice, CRIJ 2362

Criminology, CRIJ 4336 Understanding Human Behavior: CRIJ 4365 Professionalism

and Ethics; Association of College and University Educators (ACUE) course in Effective Teaching Practices completed 2021

Degrees Earned

M.S. in Criminal Justice, Sam Houston State University, 2007

B.S. in Agriculture Business, Sam Houston State University, 1988

Work or Professional Experiences

February 2015 to May 2017 (Retired)

Manager – Risk Management department – Texas Department of Criminal Justice

- Manager over the Risk Management department in the Administrative Review and Risk Management division
- Responsible for supervising, training, and professionally developing risk managers throughout the agency
- Responsible for risk identification, analysis, and control
- Occupational Safety
- Accident/Injury investigation
- Liability loss control
- Responsible for identifying hazards and working to mitigate risks that impact the agency

2006 to 2015

Director of Program Administration – Office of the General Counsel – Texas
Department of Criminal Justice

- Director of the Program Administration for the Office of the General Counsel responsible for supervising, training, and professionally developing the legal support staff.
- Utilized statistical data to determine agency trends and help monitor operational activity that may place the agency at risk.
- Developed an Individualized Professional Development Plan for our department to develop and prepare staff for their future endeavors.
- Managed departmental budget of \$3 million and reported monthly budget activity, managed travel expenditures, and avoided overruns.
- Handled all human resource issues related to the department.

2000-2006

Offender Record Coordinator – Texas Department of Criminal Justice

- Drafted letters and affidavits to legal correspondence from State and Federal Courts concerning offender time credits as well as answered correspondence from other state agencies, Attorneys, District Attorney's office, Judges, and other federal agencies.
- Trained staff, performed counseling, and administrative support for the Classification and Records office.
- Supervised the Records Production department, which consisted of the Pen Packet, Kardveyer, Microfilm, and the File room sections.
- Managed and directed all activities related to the work of 38 employees in these departments.
- Completed a project with SHSU Professor in which I drafted a Memorandum of Understanding concerning the responsibilities and restrictions involved with each agency concerning the use of interns.

1999-2000

State Classification Administrator – Texas Department of Criminal Justice

- Accountable for answering legal and general correspondence from various agencies, law firms, and offender's family members.
- Served as a liaison between Sheriffs and the Agency to develop a County Work Program that allowed offenders to return to the county jail to work as a trustee in order to serve the remainder of their sentences.
- Coordinated with officials from the Department of Public Safety in Austin, Texas in order to supply them with offender information for record validation.
- Responded to other federal prison officials concerning offender time credit and classification.
- Coordinated the Open Records in the Classification and Records office requiring contact with the public as well as Representatives and Senators requesting offender information.

1992-1999

Sociologist – Texas Department of Criminal Justice

- Responsible for interviewing all incoming offenders to obtain information concerning the offender's past criminal history in order to systematically classify the offender to an appropriate agency facility.
- Broad in-depth working knowledge of all new laws, policies, and procedures concerning offender classification.
- Researched offender files to determine possible Security Threat Group Affiliation, drug abuse history, and possible enemy situations.
- Experienced in the areas of offender processing, administration, and security operations.

1990-1992

Inmate Interviewer – Texas Department of Criminal Justice

- I conducted interviews to obtain information from offenders being processed into TDCJ-ID to include work, education, and family history.
- I gathered information concerning the offender's past treatment for drug, alcohol, or mental abuse.
- I created a family history sheet that detailed the offender's prior residence history, family history, and marital history.
- I verified any trade schools or vocational schools that the offender completed while in custody or out of custody.

1989-1990

Correctional Officer – Texas Department of Criminal Justice

- I performed duties as a security officer for the Mentally Impaired Offender Program at the Estelle Unit.
- I reported all erratic behavior, suicide attempts, and other physical problems to the proper medical personnel.
- Responsible for maintaining a secure environment in order to protect the safety of offenders, staff, and the general public.
- I was responsible for responding to all emergency situations concerning the possibility of offender riots, assaults, escapes, or medical emergencies.

Special Training

- Certified Risk Manager, National Alliance of Insurance and Educators, 2017
- Building a Bridge Leadership Training
- Supervisory Training
- Leadership, Team Building and Management Development program
- Diversity Management and Enhancing Correctional Relationships
- Correctional Leadership Seminar
- Enhancing Integrity and Ethics in Corrections
- Critical Incident and Stress Management Individual Crisis Intervention
- Records Management, Disaster planning
- Association of College and University Educators (ACUE) course in Effective Teaching Practices completed 2021