

# GERALD MERRILL

22 Gales Road ~ Abbot, Maine 04406  
(207) 673-6075 ~ gerry.merrill@gmail.com

June 30, 2021

Alekka Fullerton  
Haines Borough Clerk  
PO Box 1209  
Haines, AK 99827

Dear Ms. Fullerton:

I am writing in application for the Haines Borough Manager opening. The position described sounds just like the kind of opportunity I am seeking. A seasoned law-enforcement and corrections professional, I can bring to the Borough of Haines many years of progressive experience and an exceptionally strong record of accomplishment of demonstrable success in complex private and public investigations, internal-affairs investigations, budget preparation and management, strategic planning and other knowledge and skills necessary. Moreover, I offer a top-notch education: I possess a bachelor's degree in criminal justice, a Master's degree in Criminal Justice executive management, and I have completed numerous specialized law-enforcement and corrections trainings, courses, and seminars, including stress management and conflict resolution. I am confident my skills and expertise align perfectly with the requirements for the Haines Borough Manager

Leveraging an intuitive and analytical mindset, some of the highlights of my career include designing and developing training programs and advancing investigations while advancing compliance with all laws, standards and regulations. The following examples from my CV present some additional contributions and qualifications I can deliver to this role:

- Executive level leadership. Steering all operational activities including managing large scale budgets, handling human resources initiatives, leading investigations.
- Optimizing team performance by offering guidance, training and mentorship on criminal justice issues.
- Creating policies and improving procedures by collaborating with the Attorney General's Office and external stakeholders
- Demonstrating strong knowledge of Policy and Procedures to ensure compliance.

Ms. Fullerton, in addition to my extensive experience and proven results, I also possess vital soft skills. I am a team player who is always eager to lend a helping hand to lighten the workload of colleagues. Moreover, I am adept at and genuinely enjoy training, leading, and motivating others to perform at their highest capacity to maximize productivity. Finally, I possess excellent communication and interpersonal skills to interact, build, and maintain strong professional relationships with individuals at all levels.

I would appreciate the opportunity to further share with you my qualifications, my successes, and my passion for excellence in the workplace. I invite you to review my attached application and resume. Thank you for your consideration.

Sincerely,



Gerald Merrill, Jr.

Enclosure: resume, application



# EMPLOYMENT APPLICATION HAINES BOROUGH, ALASKA

P.O. BOX 1209, HAINES, AK 99827

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Please do not send photographs of applicant with application. **Once submitted to the Borough, applications become public record and are subject to public review. Conditions of employment are stated at the end of this application. Please read it carefully before signing.**

(PLEASE PRINT OR TYPE)

IF REQUESTED INFORMATION IS INCLUDED ON AN ATTACHED RESUMÉ, YOU MAY INDICATE "SEE RESUMÉ"

Position Applied For Borough Manager		Date of Application 06/11/2021	
Last Name Merrill, Jr	First Name Gerald	Middle Name Everett	
Mailing Address 22 Gales Rd	City Abbot	State ME	Zip Code 04406
Telephone Number 207-672-6075	Other Telephone	E-mail gerry.merrill@gmail.com	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Best time to contact you at home is: 17 :00 am/pm

Are you currently employed?  Yes  No

May we contact you at work?  Yes  No If so, Phone # 207-285-0809 Best time: 08 :00 am/pm

May we contact your present employer?  Yes  No

Have you ever been employed by the Haines Borough before?  Yes  No  
If yes, give dates \_\_\_\_\_ to \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
*Proof of identity and eligibility will be required upon employment*

Can you travel if the job requires it?  Yes  No

Date you can be available to start work 07 /01 /2021

Check all times you are available to work:

- Full Time     Part Time     Shift Work     Temporary     Flexible Schedule  
 Mornings     Afternoons     Evenings     Weekends

In the last ten years, have you been convicted of a felony or a misdemeanor that resulted in imprisonment?  Yes  No  
*Conviction will not necessarily disqualify an applicant from employment. The Borough will consider such factors as the amount of time that has elapsed since the conviction and the seriousness and nature of the crime.*

If yes, explain \_\_\_\_\_

Have you ever been discharged from employment or asked to resign?  Yes  No

If yes, explain: \_\_\_\_\_

THE HAINES BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree Received
High School	Foxcroft Academy, West Main St. Dover-Foxcroft, ME	general	4	Diploma
Undergraduate College	Kaplan University	Criminal justice/ accounting	4	Bachelor's
Graduate/ Professional	Kaplan University/Perdue Global	Crimin al Justice Executive Leadership	2	Master's
Other (Specify)				

**WORK EXPERIENCE**

Start with your most recent job, and include any job-related military service assignments and volunteer activities. You may exclude organizations that could indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer State of Maine - Department of Corrections	Dates Employed		<b>Work Performed</b> Drive successful operations by providing executive leadership to plan, delegate, and oversee operational and administrative services. Manage budgets of \$17M, effectively controlling costs, monitoring expenses and allocating funds to achieve department goals. Handle all human resources functions from hiring and recruitment to employee relations, applying strong understanding of organizational needs. Lead investigations from inception to close, effectively analyzing information, galvanizing teams and following all protocols necessary for optimal results. Spearhead plant maintenance and warehouse supply, ensuring functionality and availability of resources. Enforce and promote regulatory compliance and accreditation across department.
Address 1182 Dover Rd. Charleston, ME	From	To	
Telephone Number(s) 207-285-0880	July 2001	Current	
Job Title Deputy Warden - Business Manager	Hourly Rate/Salary		
Supervisor Jeff Morin	Starting	Final	
	30.00	42.24	
May We Contact Supervisor? <input checked="" type="radio"/> Yes <input type="radio"/> No			Reason for Leaving

Employer Kaplan University	Dates Employed		<b>Work Performed</b> Aid student success by applying expertise in criminal justice to plan and deliver lessons. Dissect dense information to broaden student knowledge and understanding, leading to higher student grades. Review assignments and manage online classroom in accordance with university standards and curriculum guidelines.
Address Augusta Campus / online	From	To	
Telephone Number(s)	December 2014	March 2018	
Job Title Professor	Hourly Rate/Salary		
Supervisor Anthony Tennison	Starting	Final	
	1200 per class	1200 per class	
May We Contact Supervisor? <input checked="" type="radio"/> Yes <input type="radio"/> No			Reason for Leaving Reduction in student levels

Employer State of Maine Corrections	Dates Employed		<b>Work Performed</b> Served in executive role to coordinate policy and procedure management including creating and defining policies to enhance and improve various processes in corrections department. Liaised with the Attorney General's Office to research, analyze and develop policies. Performed on internal audit team and conducted audits and reviews of other department facilities.
Address 25 Tyson Dr. Augusta ME 04333	From	To	
Telephone Number(s) 207-287-2711	February 2012	December 2012	
Job Title Policy Development Coordinator	Hourly Rate/Salary		
Supervisor Ralph Nichols	Starting	Final	
	28.00	28.00	
May We Contact Supervisor? <input checked="" type="radio"/> Yes <input type="radio"/> No			Reason for Leaving Promotion

Employer State of Maine Corrections	Dates Employed		<b>Work Performed</b> Steered administrative and operational processes of investigations including coordinating security system installations, reporting, executing search warrants, maintaining an intelligence program and performing detailed background checks. Piloted investigations involving violations of rules, regulations and policies as well as criminal violations in conjunction with Attorney General's Office and other external agencies. Maximized team performance by offering training and mentorship on legal issues, area searches, hate and bias crimes, and ethics.
Address 1182 Dover Rd. Charleston, ME	From	To	
Telephone Number(s) 207-285-0880	December 2001	February 2012	
Job Title Investigator	Hourly Rate/Salary		
Supervisor Eric Hansen	Starting	Final	
	16.00	22.00	
May We Contact Supervisor? <input type="radio"/> Yes <input checked="" type="radio"/> No			Reason for Leaving Promotion

**Comments: Include explanation of any gaps in employment.**  
 Supervisor Hansen is deceased. Supervisor Nichols has retired. Current Corrections Commissioner is Randy Liberly, ok to contact. I will provide a resume in addition to application.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities you consider relevant to your ability to perform the job.

Certified Law Enforcement Officer - State of Maine  
 Credentialed Marine Captain  
 Registered Guide, hunting - fishing - State of Maine

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills – Circle all that apply to you

- PC
- MAC
- Databases
- Spreadsheets
- Word Processing
- Desktop Publishing
- Website Content Mgmt
- Accounting
- Other (please specify) \_\_\_\_\_

- SOFTWARE**
- MS Word
  - MS Excel
  - MS Publisher
  - MS Access
  - Filemaker Pro
  - Adobe Acrobat Pro
  - ArcGIS
  - Other (please specify) \_\_\_\_\_

**MACHINERY/EQUIPMENT**

(please specify)

Boat, snowmobiles, ATV, backhoe, Dozer, skid steer,

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State any additional information you feel may be helpful to us in considering your application, especially determining if you meet the required minimum qualifications. (Attach additional sheet, if necessary.)

**Note: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS AND ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied? A summary of the essential functions involved in the job or occupation has been given.

YES       NO

Personal/Professional References		Do not include family members or past supervisors listed above	
Name	Phone No.	Address	Occupation
1. Chadwick Curtis	207-285-0811	1182 Dover Rd. Charleston, ME	Deputy Warden
2. Karen Yeaton	207-557-8049	25 Tyson Dr. Augusta, ME	Associate Commissioner
3. Scott Arno	207-343-5100	159 E. Main St. Dover-Foxcroft, ME	Investigator

**NOTIFICATION AND AGREEMENT**  
**Please Read Carefully Before Signing**

**I CERTIFY THAT ALL MY RESPONSES ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACT ON THIS APPLICATION (OR ANY OTHER STATEMENT OR DOCUMENT) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.**

Questions regarding this statement should be directed to any employment interviewer before signing. Receipt of the application does not imply that the applicant will be employed.

By my signature below, I consent to the Borough's conferring with any and all of my former employers concerning my performance and reviewing publicly available documents and databases relevant to my application. I understand that the Borough will treat all such information as it would any personnel record, and I release the Borough and its management from all liability related to any action to which I have consented herein.

If hired, I agree to abide by all of the Borough's rules and regulations. I understand that the Borough shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits and other terms or conditions of employment.

I hereby affirm that the information given in this Application is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Borough until after my becoming employed, is grounds for, and may result in, my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information I have supplied on this application.

APPLICANT SIGNATURE *Arnold E. Miller* DATE 6/29/21

**OPTIONAL INFORMATION**

age, race, religion, color, sex, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law.

The following information is being gathered for compliance with civil rights laws. **You may choose not to complete this section.** If you choose to, your answers will be used *ONLY* for record-keeping and employee data reporting purposes if you are hired. This voluntary information will not be used in the hiring process.

Gender: <input checked="" type="radio"/> Male	Race: <input type="radio"/> Alaskan Native or American Indian
<input type="radio"/> Female	<input type="radio"/> Asian
Age: <input type="radio"/> Under 40 years old	<input type="radio"/> Black or African American
<input checked="" type="radio"/> Age 40 or older	<input type="radio"/> Hispanic or Latino
	<input type="radio"/> Native Hawaiian or other Pacific Islander
	<input checked="" type="radio"/> White, not of Hispanic origin

## MERRILL, GERALD

22 Gales Rd, Abbot, ME 04406 | 207-672-6075 | Gerry.merrill@gmail.com

### EDUCATION

Kaplan University, Augusta, ME Campus  
**Master of Science Criminal Justice** 2014

Kaplan University, Davenport, IA  
**Bachelor of Science Criminal Justice** 2012  
Suma Cum Laude

### TEACHING EXPERIENCE

Kaplan University  
**Adjunct Professor – Criminal Justice courses** 2014  
Online platform using KU Campus and Adobe Connect

**Instructor State of Maine** 2001  
Deliver courses of instruction for Law Enforcement and Corrections

### RELATED EXPERIENCE

Kaplan University  
**Adjunct Professor**  
**December 2014 – March 2018**

- Aid student success by applying expertise in criminal justice to plan and deliver lessons.
- Dissect dense information to broaden student knowledge and understanding, leading to higher student grades.
- Review assignments and manage online classroom in accordance with university standards and curriculum guidelines.

State of Maine Department of Corrections

**Deputy Warden**

**December 2012 – Present**

- Drive successful operations by providing executive leadership to plan, delegate, and oversee operational and administrative services.
- Prepare and manage budgets of \$17M, effectively controlling costs, monitoring expenses and allocating funds to achieve

department goals. Prepare and manage capital improvement program and budget. Apply for and manage contracts, agreements and memorandums of understanding for goods and services.

- Handle human resources functions from hiring and recruitment to employee relations, applying strong understanding of organizational needs.
- Lead investigations from inception to close, effectively analyzing information, galvanizing teams and following all protocols necessary for optimal results.
- Spearhead plant maintenance and warehouse supply, ensuring functionality and availability of resources.
- Enforce and promote regulatory compliance and accreditation across department.
- Boost employee performance by providing comprehensive in-service training program.

State of Maine Department of Corrections

**Investigator**

**December 2001 – 2012**

- Steered administrative and operational processes of investigations including coordinating security system installations, reporting, executing search warrants, sexual assault investigations, maintaining an intelligence program and performing detailed background checks.
- Piloted investigations involving violations of rules, regulations and policies as well as criminal violations in conjunction with Attorney General's Office and other external agencies.
- Maximized team performance by offering training and mentorship on legal issues, area searches, hate and bias crimes, and ethics.

LANGUAGES

English

MEMBERSHIPS

Alpha Phi Sigma

Golden Key National Honor Society

