

Michael P. Cervantes

[REDACTED]
[REDACTED] cervanmp@urbanaillinois.us

January 10, 2021

Bryant Seraphin
Chief of Police - Urbana Police Department
400 South Vine Street
Urbana, Illinois 61801

Dear Chief Seraphin,

It is with great excitement that I submit my application for the position of Lieutenant with the Urbana Police Department. I started my law enforcement career in 2003 as a military police officer and quickly rose up the ranks to a supervisory level in 2004. Since my honorable discharge in 2006 when I joined UPD, I quickly gained the reputation as a leader among my peers with emphasis on my ability to conduct thorough investigations with extraordinary attention to detail. My outstanding performance led to my selection for several specialized positions within the department that provided me with the unique opportunity to have operational experience in multiple facets of divisional and departmental operations. This includes my time as a General Detective, Canine Handler, Street Crimes Detective and Patrol Sergeant. These career positions have afforded me the ability to develop strong professional relationships through collaboration amongst a number of local, state and federal agencies. They have also allowed me to demonstrate my ability to work independently as well as a solid and contributing team member for the betterment of the citizens of Urbana, UPD and City of Urbana.

Furthermore, I have a strong desire to learn and have demonstrated my dedication to bettering myself through education while working full-time in the military and as a police officer. I take pride in earning a GPA of 4.0 for my BA and a near perfect 3.97 for my MS. My Master's Degree is specifically in Law Enforcement Leadership and I was fortunate to be able to collaborate with law enforcement leaders from across the nation who were also enrolled in the MS program I attended. The classes focused on practical and current application of law enforcement strategies. These include, but are not limited to budgeting, contract negotiations, use of force studies, media relations, legal issues, law enforcement technology, task force development, officer wellness, crime trends, conflict resolution and community engagement.

Additionally, my multi-racial, cultural and economically diverse personal background has contributed to my ability to connect to all people and has afforded me an appreciation for the broader perspectives within the community I serve. I did not have some of the same advantages as others and have worked hard for my many achievements. I have been exemplified for my compassionate approach to policing during my time as a UPD public servant. It has not been uncommon for me volunteer my time, money and effort to worthwhile causes. I have coached children, bought food, toys, bedding, clothing, baby supplies, etc. and helped pay for vehicle repairs/tows out of my own pocket to victims and in special circumstances, offenders of low-level crimes. I have donated countless personal hours to investigations and community events. I have also spoke to thousands of people while representing UPD during organized and impromptu community engagement opportunities as a Risk Watch Officer and Canine Handler. When it comes to dedication to the profession, the community and my peers, I believe my actions in the past speak for themselves. I have run inside of two burning buildings, toward gunfire on occasions and saved people's lives, without regard for my own safety. I am able to adapt and excel under pressure while effectively communicating with peers, subordinates and supervisors. I am a proven problem solver and am able to get along well with people. I recognize quality police work and community involvement in subordinates and peers. I encourage young officers by example and motivation for personal and professional improvement.

My strengths and qualifications are an ideal match for the requirements of a successful police lieutenant. I am confident I will bring value to the position of lieutenant and the citizens of Urbana. Thank you in advance for your consideration. Please see my enclosed resume for further details of my career and accomplishments.

Respectfully,

[REDACTED]
Michael P. Cervantes

MICHAEL P. CERVANTES

• cervanmp@urbanailinois.us

OBJECTIVE

To become a Lieutenant for The Urbana Police Department.

PROFILE

- 17+ years work experience in multiple aspects of law enforcement (military/civilian).
- Highly motivated and dedicated officer with a high aptitude and desire for learning.
- Reputation as an empathetic, compassionate, personable and resourceful public servant.
- Strengths in interviewing and conducting thorough and meticulous investigations.
- Urbana Police ambassador, having worked in concert with the FBI, DEA, HSI, ATF, DEA, ISP, Federal Prosecutors Office, DCFS, ICAC and local agencies/task forces during various investigations.

PROFESSIONAL EXPERIENCE

Urbana Police Department – Urbana, IL

2006 – Present

Patrol Sergeant - February 2019 - Present - Duties not limited to:

- Mentored, guided and taught patrol officers in various aspects of law enforcement.
- Drafted City of Urbana (UPD) Request for Bid (RFB) for replacement AEDs.
- Updated and revised several UPD policies.
- AED Coordinator.
- Patrol Squad Car Fleet Manager.
- Supervised patrol officers on 2nd and 3rd shifts and PSR's.
- Investigated complaints and inquiries concerning police procedures and officer conduct.
- Responded to/managed crime scenes as well as investigated a variety of crimes, including homicides, shootings, sexual assaults, armed robberies, burglaries, and domestics.
- Approved hundreds of police reports written by patrol officers.
- Completed annual evaluations for patrol officers.
- Supervised shift briefings, training and responsible for shift scheduling.

Criminal Investigations Division General Detective - September 2017 - February 2019 - Duties not limited to:

- Investigated serious and serial crimes including, but not limited to: homicide/attempted homicide, sexual assault, armed robbery, child abuse, and burglary.
- Daily case review, investigative follow-up and routing of police reports to SAO/USAO.
- Coordinated and collaborated with other local, state and federal agencies in multiple investigations.
- Participated in Champaign County Multi-Jurisdictional Investigations Team investigation of an officer involved shooting.
- Prepared, planned, and executed numerous search warrants for a variety of crimes.
- Notable work on investigations of two cold case homicides, a human trafficking case with HSI and a shooting of multiple people at a fraternity.

FORMAL EDUCATION

- Master of Science in Law Enforcement & Public Safety Leadership - 3.97 GPA 2019
University of San Diego - San Diego, CA
- Bachelor of Arts in General Studies - 4.0 GPA 2014
Eastern Illinois University, Charleston, IL
- Excelsior College. Associate in Science - Criminal Justice focus - 3.4 GPA 2006
Albany, NY
- Mattoon High School. Diploma received. 2001
Mattoon, IL

PROFESSIONAL DEVELOPMENT/TRAINING

- Master’s Degree in Law Enforcement and Public Safety Leadership with classes including, but not limited to:

Budget and Finance for Law Enforcement Leaders, Community Engagement, Public Safety Law, Community Assessments, Organizational Leadership, Organizational Theory and Change, Conflict Resolution and Decision Making, Critical Issues in Law Enforcement and Communication for Law Enforcement Leaders. (University of San Diego, CA)
- UPD Professional Training – Total hours to date: 1547 hours. Training includes, but is not limited to:

Lead Homicide Investigator Certification, Risk Management for Supervisors, Tactical Leadership, Juvenile Officer Certification, Sex Crimes Investigation, Risk Management in Undercover Operations, 80-hour DEA Basic Narcotics School, Advanced High-Tech Crimes Investigation, Officer Involved Shooting Training, NIMS 100, 200 & 700, Police Spanish I, II and Immersion. (Various Locations)
- Police Training Institute Academy. (University of Illinois. Champaign, IL)
- Navy Specialist in Law Enforcement Academy. (USN Training Auth. Hampton Roads, VA)

AWARDS/ACCOMPLISHMENTS

- UPD Officer of the Year 2014.
- 3 UPD Life Saving Awards.
- 4 UPD Certificates of Merit and numerous positive officer log entries.
- Urbana Exchange Club Officer of the Year 2015.
- Department of Homeland Security Appreciation Plaque/Letter 2020.
- 4 Nominations for UPD Officer of the Year by first line supervisors - Sgt. S. Morgan, Sgt. Surles, Sgt. Norton and Sgt. Keleher.
- 2 State of Illinois Senate Recognition Certificates from Senator Bennett.
- UPD Award for Excellence in robbery case from then, Sgt. Norton.
- 2 letters of commendation from United States Attorney’s Office.
- Qualified as an expert witness in the field of narcotic investigations.
- Stevie Jay Broadcasting Law Enforcement Official of the Month June, 2017.
- 2 Navy Letters of Commendations & Jr. Sailor of Quarter Nomination.
- Military Medals: Navy Achievement, National Defense Medal, Global War on Terrorism Service and Expeditionary, Navy Good Conduct, Expert Pistol and Rifle & Sea Service.