

JONATHAN J. HOPKINS

* HOOKSETT, NH 03106 * 603-289-2928 * JLHOPKINS4@COMCAST.NET

Ms. Joyce Craig
Mayor City of Manchester
1 City Hall Plaza
Manchester, NH 03101

Dear Mayor Craig,

One of my responsibilities at the police department was purchasing, equipping and overseeing repairs of the police departments' large and diverse fleet of vehicles. I have worked with Central Fleet on a daily basis for several years. During that time I have developed excellent working relationships with the garage supervisors and mechanics. This has given me valuable insight into the repair garage operations. I believe that this insight and my fleet management experience will be an asset to the Fleet Services Director position and makes me uniquely qualified for the job. I am excited about having the opportunity to lead Central Fleet into its next chapter.

Throughout my career, I have excelled at demonstrating strong leadership, management and employee development achievements. Strategic planning and execution, project management and building a strong team for the largest police department in the state, is the responsibility of the Captain of Administration. In each of my positions in the department, I have been responsible for subordinates, their performance and training. My experience in law enforcement management would transition to successfully fulfill the responsibilities outlined in the job description for Central Fleet Services Director for the City of Manchester.

Managing employees in my department requires the knowledge of Human Resources functions, performance development and evaluation skills, careful scrutiny and maintenance of a restricted budget and report generation. Professionally developed communication skills allow me to successfully team with peers regarding all department matters as well as building strong relationships with my subordinates. My ability to multi-task daily, collaborating with officers, civilian employees, and community officials on resolution of department and community challenges, while facilitating project management functions, was an integral part of my position.

I'm recognized as an employee who approaches my responsibility with a strong sense of urgency, working well under pressure. Having the ability to identify areas in need of improvement, successfully creating and implementing change while promoting a team work environment are reasons I am confident that I am ideally suited for this position. I look forward to meeting with you to further discuss my qualifications.

Sincerely,



Jonathan Hopkins

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EDUCATION

Bachelor of Arts, Criminal Justice, St. Anselm College, Goffstown, NH.

Leadership in the following areas:

Fleet Management	Performance Evaluations	Emergency Management
Human Resources	Budget Management	Employee Relations
Strategic Planing	Career Development	Conflict Resolution
Project Management	Goal Setting/Evaluation	Facilities Management

MANCHESTER, NH POLICE DEPARTMENT

Captain, Administrative Division,

2015 - 2019

- Manage department diverse 80 vehicle fleet by planning for future replacement vehicle purchases based on projected needs and replacement strategies. Work with outside vendors using a bid process to purchase and install needed vehicle equipment, paint and decals
- Schedule fleet repairs and preventive maintenance with Fleet Services. Check daily on vehicle repair status. Review all accident reports for safety violations and negotiate claims with insurance companies.
- Report directly to the chief of police on all issues concerning daily operations of the Administrative division, personnel matters and employee performance.
- Responsible for the department radio communications, dispatch center operations and the performance of the 26 civilian employees assigned to provide 24 hour coverage to the Communications Unit.
- Manage the department information technology and records management system including emergency planning for recovery during interruption of service. Project lead for replacement of recorders management and CAD system.
- Oversee all facility operations, contractor repairs and bids, contract custodial services, security access, video monitoring, alarm systems, inspections and compliance with industry standards. Develop and manage on campus parking for employees and department vehicles.
- Supervise officers assigned to the Training Unit, develop plans for department wide training to comply with state standards. Manage equipment and uniform purchases. Oversee the interview process, recruiting, testing, hiring and training of all new employees.
- Supervise officers assigned to the Reserve Program. Monitor work hours and training. Manage Crime Analyst Unit, Hot Spot Mapping and Predictive Policing programs.
- Designated to review and revise department Standard Operating Procedures recommending areas for improvement.

Captain, Patrol Division,

2009 - 2015

- Tasked with redeveloping the division command structure after major organizational change.
- Assigned to mediate conflicts in the community, build relationships with outside agencies, community groups and represent the police department at community events and public meetings.
- Responsible for developing and reviewing contingency plans for major events and emergency situations.
- Supervised 140 supervisors and officers assigned to the division, evaluating subordinates, reviewing and approving investigative reports, correcting any non-compliance with department standards, prepare annual reports and conducts staff meetings.

Lieutenant, Patrol Division/Traffic/Crash Unit
Sergeant Domestic Violence Unit/Patrol Division
Detective/Field Training Officer/Patrol Officer