

# Heather Lessard

12425W State Rd 77 • Hayward, WI 54843 • (715)558-2615 • lessard1228@gmail.com

## Education

### University of Wisconsin-Milwaukee

*M. S. Degree in Criminal Justice*

*Graduated December 2009*

*Milwaukee, WI*

*July 2008 – August 2009*

#### Study Abroad Programs:

- *University of Upper Austria: Linz, Austria* *July 2009*
  - Studied differences in Community Corrections between the United States and Austria
- *Bristol International Credit Earning Program (BICEP): Bristol, England* *July 2008*
  - Studied social policy differences between the United States and United Kingdom

### University of Wisconsin-Milwaukee

*B. S. Degree in Criminal Justice*

*Additional Major in Sociology*

*Graduated May 2008*

*Milwaukee, WI*

*June 2006 - May 2008*

#### Internships:

- *Community Corrections Employment Program (CCEP)* *May 2009-August 2009*
- *Waukesha Probation & Parole* *June 2007- August 2007*

### University of Wisconsin-River Falls

*Sociology Major, Criminal Justice Minor*

*River Falls, WI*

*September 2004- May 2006*

## Work History

### Probation & Parole Agent

*Wisconsin Department of Corrections (Community Corrections)*

*Hayward, WI*

*September 2009- Present*

- Supervise & provide case management to offenders
- Handle custodies and secure/unsecure transportation of offenders
- Complete violation investigations and appropriate sanctions for behavior
- Write Pre-Sentence Investigation reports and attend court dates as required
- Prepare documents for revocation, court proceedings and maintain notes of interactions with/regarding offender
- Assess offenders' risk/needs and make appropriate referrals as needed, verify compliance
- Work with local law enforcement to start meeting to share information regarding offenders
- Worked with police department to create program to repurpose bikes to deserving and needy offenders
- Mentor interns, Limited Term Employees and new agents
- Certified agency trainer
- Former Liaison duties: Region 6 POGS Committee, Sawyer County Treatment Court, Regional Conference Planning Committee
- Security Threat Group Specialist
- Region 6 Evidenced Based Decision-Making Committee
- Narcan Workgroup Committee; Google Suite Pilot Program participant
- Peer Supporter

### Relief House Manager

*ATTIC Correctional Services*

*Madison, WI*

*May 2009-September 2009*

- Enforce rules and document violations
- Verify residents completed assigned household chores
- Search residents when they returned from stores with new items and review whether items were allowed
- Control and dispense medication as prescribed
- Do room checks at scheduled intervals and log results
- Verify applications submitted for residents doing work search