

TYLER C. LEAF

P U B L I C S A F E T Y P R O F E S S I O N A L

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WORK EXPERIENCE

Emergency Communications Operator II (ECO-II)

Bernalillo County | Albuquerque, NM | Jan 2014 - Present

- Coordinate emergency response operations by determining response requirements and priorities of situations, ensuring efficient allocation of resources.
- Help supervise a team of emergency communications operators, providing guidance and support to ensure accurate recording of call details and dispatches.
- Act as a fill-in supervisor when required, demonstrating leadership and decision-making skills to maintain smooth operations.
- Conduct training for new employees, imparting departmental regulations, procedures, and essential job duties, including Call Taking, NCIC, Fire Dispatch, and Law Dispatch.
- Facilitate collaboration with internal and external teams for joint responses to major incidents, fostering effective communication and coordination.
- Initiate work orders for degraded systems, ensuring timely resolution and continuity of operations.
- Review call recordings to verify compliance with standard procedures, identifying areas for improvement and implementing corrective measures as needed.

Security Forces

United States Air Force | Kirtland AFB, NM | Sep 2006 - Sep 2012

- Demonstrated leadership and security expertise in protecting high-value assets, including \$1.3 billion in aircraft and nuclear weapons.
- Managed and maintained control of \$27 million in weapons, ammunition, and equipment, ensuring strict inventory control and compliance with regulations.
- Supervised and mentored teams of up to eight personnel, overseeing a shift of 30 individuals to enforce laws and regulations on military installations.
- Proficient in threat assessment, surveillance, and crisis management, with a strong commitment to safety and order.

VOLUNTEER WORK EXPERIENCE

Ground Branch Director

Civil Air Patrol | May 2021 - Present

- Prepare for and Respond to missions assigned by Air Force Rescue Center or state and local governments
- Manage ground teams for Search and Rescue and Transport sorties
- Act as liaison with resources from other entities' ground forces to complete jointly assigned missions
- Participate in exercises and train others in Ground Team activities
- Responds to Emergency Operations Center (EOC) or Incident Command Post (ICP) as needed

Certified Education & Training Instructor

Civil Air Patrol | Aug 2020 - Present

- Utilize advanced instructional methods and technologies to engage learners and facilitate effective knowledge transfer, ensuring high levels of retention and application.
- Mentor and coach senior-level personnel, including executives and commanders, in leadership principles, decision-making processes, and crisis management strategies.
- Collaborate with subject-matter experts and curriculum developers to enhance training materials and adapt content to meet evolving organizational needs and objectives.
- Evaluate training outcomes and participant performance, providing feedback and recommendations for continuous improvement and professional growth.
- Serve as a resource and advisor on education and training matters, contributing to the development of policies, procedures, and best practices at the executive level within the organization.
- Primary focus on Senior and Executive Leadership phases, with courses such as Ethical Leadership, Operations at a Strategic Level, and Management Principals

Assistant Inspector General

Civil Air Patrol | Aug 2017 - Present

- Evaluate and ensure compliance with Civil Air Patrol (CAP) directives, fostering adherence to organizational standards and regulations.
- Conduct thorough inspections and meticulously document findings in comprehensive reports, providing actionable insights for improvement.
- Proactively recommend policies or directives aimed at enhancing unit effectiveness and operational efficiency.
- Supervise and monitor the inspection program of subordinate units, ensuring consistency and quality across all evaluations.
- Spearhead the development of updated checklists and guidance for the inspection program, incorporating best practices and industry standards to optimize performance.

Director of IT

Civil Air Patrol | Oct 2016 - Present

- Lead and oversee the implementation of comprehensive information technology (IT) programs to support the operational needs of the organization.
- Supervise and mentor team members and subordinate units, demonstrating effective leadership and fostering a culture of accountability and excellence.
- Develop and enforce security policies and procedures, including Operational Security (OPSEC) and Information Security (INFOSEC) protocols, to safeguard critical systems and data.
- Formulate and implement IT policies and procedures to optimize emergency response operations and support the mission of the organization.
- Provide guidance and mentorship to IT staff, fostering a culture of excellence and accountability in supporting emergency communications and operations.
- Assume responsibility for the maintenance and enhancement of technology infrastructure and software applications critical to emergency response efforts.
- Prepare and present annual IT budgets to the finance committee, facilitating transparent financial planning and resource allocation.

Director of Personnel

Civil Air Patrol | Aug 2016 - Present

- Oversee comprehensive management of membership records, ensuring accuracy and compliance with organizational standards.
- Prepare and process organizational actions for subordinate units, facilitating seamless administrative operations.
- Manage promotions, demotions, and the awarding of Awards and Decorations, recognizing and rewarding outstanding performance.
- Ensure compliance with regulations in facilitating membership terminations, maintaining integrity and fairness in all processes.
- Provide mentorship and guidance to Personnel Officers at lower units, fostering professional development and excellence in personnel management.
- Proactively identify opportunities for policy and program improvements, making recommendations to enhance operational efficiency and effectiveness.

Director of Administration

Civil Air Patrol | Oct 2015 - Present

- Develop and implement administrative policies and procedures to ensure efficient and effective operations.
- Prepare and process wing supplements and Operational Instructions (OI), certifying them annually for compliance with organizational standards.
- Provide expert guidance to staff members and subordinate units, ensuring all correspondence and publications adhere to CAP regulations and standards.
- Author and refine regulations to reflect evolving organizational needs and priorities.
- Collaborate closely with program directors to facilitate the seamless implementation of new or revised regulations, fostering coordination and alignment across departments.

Deputy Squadron Commander

Civil Air Patrol | May 2014 - Jul 2016

- Collaborated closely with the Squadron Commander to develop and execute strategic plans and initiatives to advance the squadron's mission and objectives.
- Provide leadership and direction to squadron personnel, fostering a culture of excellence, teamwork, and continuous improvement.
- Manage administrative functions of the squadron, including personnel management, budgeting, and resource allocation, to support operational effectiveness and compliance with CAP regulations.
- Conducted performance evaluations and provided constructive feedback, assigning ratings to five personnel based on established criteria and performance standards.

- Assume command responsibilities in the absence of the Squadron Commander, demonstrating decisiveness and sound judgment in critical situations.

EDUCATION

Master of Management / Emergency Management

Southern New Hampshire University | Manchester, NH | Graduated: Jan 2025

- Earned a Master's degree in Management with a specialization in Emergency Management, focusing on preparing for and managing crises and disasters with a strong emphasis on leadership, strategic planning, and crisis response. (GPA 3.92)
- Coursework includes Strategic HR Management, Managing Through Communication, and Principles of Emergency Management, providing a solid foundation in managing a department and methods for supporting and developing talent.

Bachelor of Business Administration / Public Administration

Southern New Hampshire University | Manchester, NH | Graduated: Mar 2023

- Graduated Magna Cum Laude with a Minor in Project Management, showcasing academic excellence and specialization in project management (GPA: 3.84).
- Inducted member of the National Society of Leadership and Success, demonstrating commitment to leadership development and excellence beyond the classroom.

RELEVANT SKILLS AND COURSES

Key Career Skills:

Leadership Development | Training & Mentoring | Emergency Management | Strategic Management | Microsoft Office | Prioritization and Decision Making | Crisis Response and Incident Management | Conflict Resolution | Emergency Planning and Preparedness | Team Building and Motivation

NIMS Training:

IS 100 | IS 200 | IS 2200 | IS 700 | IS 800 | ICS 300 | ICS 400 | Homeland Security Exercise and Evaluation Program (HSEEP) (E/L0146) | FEMA Professional Development Series (PDS)

HONORS & AWARDS

Meritorious Service Award & Senior Member of the Year

Civil Air Patrol | Aug 2021

Awarded for dedication and accomplishments made through 20 years of service to the Civil Air Patrol

Disaster Relief Ribbon with "V" device

Civil Air Patrol | Jan 2021

COVID-19 Response Force as a Ground Branch Director

Exceptional Service Award

Civil Air Patrol | Jun 2019

Awarded for the completion of the New Mexico Wing Social Re-engineering and Communication Enhancement Project

ECO of the Year

Bernalillo County | Dec 2015

For outstanding job performance and teamwork throughout the year

Airman of the Quarter

U.S. Air Force | Mar 2009

Awarded for job performance and volunteer service during Q1 of 2009

PROJECTS

Conference Room modernization

Jan 2023 - Jul 2023

Created budget and procured equipment for updating two conference rooms with new network infrastructure and moving from a single projector to multiple TV screens with video matrix capability.

Annual Conference and Awards Banquet

Jan 2019 - Oct 2019

Project Manager for the New Mexico Wing, Civil Air Patrol Annual Conference, and Awards Banquet.

Coordinated with hotel and venue for multiple event rooms, hotel rooms, concessions, and catering.

Implemented a new registration system that allowed over 120 members to attend training, discussions, and recognize those that received awards.

Social Re-engineering and Communication Enhancement Project

Dec 2015 - Jun 2019

Completely transformed the information technology utilization of New Mexico Wing, Civil Air Patrol. Contributing over 300 hours,

enhanced the social media and website assets, as well as developing Office 365 to enhance internal collaboration and bring New Mexico

Wing onto a standard email system with data security and data loss protection (DLP), key to mission success.

MEMBERSHIPS & AFFILIATIONS

Member

American Management Association | Mar 2024 - Present

President

AFSCME Local 2260 | Mar 2023 - Present

Preside over all membership and executive board meetings

Be a member of all local committees, except the election committee

Counter-sign checks drawn against the local's funds

Appoint all the local's committees

Periodically report to the membership on the "state of the local"

Manage labor relations between employer and the union members

Negotiated the largest raise in the union's history

Managed the negotiation process and had a contract ratified on -time for the first time in 10 years

Increased member involvement and participation by 1,350%

Secretary-Treasurer

AFSCME Local 2260 | Mar 2020 - Mar 2023

Receive and deposit in a bank all the local's money

Prepare and co-sign checks for the local's expenditures

Submit a monthly membership report

Prepare a written monthly report of the local's financial transactions

Act as custodian of the local's property

Give a surety bond through the International Union

Submit any required financial reports to the International Union

Executive Board Member

AFSCME Local 2260 | Mar 2017 - Mar 2020

Governs the local

Makes decisions on policies, aims, and means of accomplishing the purposes of the local

Approves appointments to the local's standing and special committees

Negotiating collective bargaining agreements

Handling grievances and arbitrations