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CITY OF COCONUT CREEK

CITY OF COCONUT CREEK
CITY CLERK DEPARTMENT

OFFICE OF THE CITY CLERK
4800 WEST COPANS ROAD
COCONUT CREEK, FLORIDA 33063

2019 APPLICATION FOR CITY BOARDS

The information requested below is for consideration of appointment to a City Board. Please complete and return this form to the City Clerk, along with a brief resume of your education and experience by or before Thursday, April 11, 2019.

PLEASE NOTE: Florida has a very broad public records law. Documents relating to city business are public records and are available to the public and media upon request. Your information provided within this application may therefore be subject to public disclosure.

Last Name: Sattler First Name: Kevin M.I.:

Home Address: 4430 NW 7th St. Coconut Creek

Phone #: 954-543-3418 Alt. #: E-mail: kesatt2@comcast.net

PLEASE CHECK THE FOLLOWING BOARD(S) ON WHICH YOU ARE INTERESTED IN SERVING (A brief description of each board can be found by clicking on the following link: [City Boards-Committees](#))

- *CIVIL SERVICE BOARD
- COMMUNITY OUTREACH ADVISORY BOARD (New)
- EDUCATION ADVISORY BOARD (New)
- ENVIRONMENTAL ADVISORY BOARD
- PARKS & RECREATION ADVISORY BOARD
- *PLANNING & ZONING BOARD
- PUBLIC SAFETY ADVISORY BOARD (New)
- *AFFORDABLE HOUSING ADVISORY COMMITTEE (AHAC) (Pursuant to Section 420.9076, Fla.Stat., in addition to a representative from the City's Planning & Zoning Board, the AHAC must consist of representatives who are actively engaged in at least six of the categories below. If you are applying to serve on the AHAC, please check-off the category below for which you qualify):

- Residential home building industry in connection with affordable housing
- Banking or mortgage banking industry in connection with affordable housing
- Home building in connection with affordable housing
- Advocate for low-income persons in connection with affordable housing

(list is continued on next page)

- For-profit provider of affordable housing
- Not-for-profit provider of affordable housing
- Real estate professional in connection with affordable housing
- Resident of Coconut Creek
- Business owner within Coconut Creek
- Essential services personnel, as defined in the local housing assistance plan

PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:

- | | | |
|---|---|--|
| <input type="checkbox"/> Are you a resident of Coconut Creek? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Are you a registered voter (elector) in Broward County? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| <input type="checkbox"/> Do you hold a public office? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you employed by the City? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you a member of a City Board? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Have you ever served on a City Board? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Are you away from the City for extended periods of time? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Would you serve on a Board other than the one(s) selected? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| <input type="checkbox"/> Have you graduated from the City's Citizen Academy? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

SIGNATURE:  _____

Date: 7/8/2019

* Denotes that a Financial Disclosure Form is required upon appointment to the Board.

Kevin Sattler
 PO Box 677303
 Pompano Beach, FL 33066 US
 Mobile: 786-299-8638 - Ext:
 Evening Phone: 954-543-3418 - Ext:
 Email: kevin.sattler@dhs.gov

Availability:
Job Type: Permanent
Work Schedule: Full-Time

Work Experience:

Immigration and Customs Enforcement

7 Calle Tabonuco
 Room 325
 Guaynabo, PR 00968 United States
12/2017 - 05/2018

Salary: 117,000.00 USD Per Year

Hours per week: 40

Series: 1801 Pay Plan: GS Grade: 13

This is a time-limited appointment or temporary promotion

Assistant Field Office Director (acting) (This is a federal job)

Duties, Accomplishments and Related Skills:

As acting AFOD I served as an expert for enforcement and removal activity by planning and coordinating At-Large arrest operations, the Criminal Alien Program (CAP), and Non-Detained Case Management for the San Juan and Aguadilla, Puerto Rico, and St. Thomas, USVI sub-offices. Two of my goals were to increase the number of At-Large arrests, and to increase the number of criminal prosecutions.

To accomplish these goals, I met with my counterparts from our partner agencies and discussed how we could work together in ways that would be mutually beneficial. I then instructed the SDDOs in the AOR to begin compiling target lists to conduct At-Large operations and to have the lists vetted by the National Criminal Analysis and Targeting Center (NCATC). I used the lists to estimate the operational needs and support of other programs. I coordinated with key stakeholders to ensure adequate detention space and transportation support for the anticipated number of arrests would be available. During the course of the operation, I collected daily arrest reports from each team and consolidated the data; and ensured data integrity by reviewing each arrest in Enforcement Integrated Database (EID) Arrest Guide for Law Enforcement (EAGLE) before forwarding my final report to HQ Fugitive Operations.

To increase the number of criminal prosecutions, I gauged the officers' level of knowledge and experience in preparing prosecution cases. Once I understood what training they would need to accomplish this mission, I coordinated with the Office of the Chief Counsel to provide training to the Deportation Officers concerning the procedures used to present evidence for prosecution. I then instructed the SDDOs to begin having their officers vet their dockets to find cases amenable to criminal prosecution and begin the process.

As acting AFOD, I used qualitative and quantitative methods to assess and improve enforcement and deportation management processes and systems. One of my challenges was to increase the efficiency in locating and apprehending aliens on St. Croix, VI, as ERO did not have a presence on the island. As such, I instructed the SDDO that supervised the USVI to coordinate with the territorial courts to identify foreign-born defendants that were in criminal proceedings that were not in custody, but awaiting criminal trial, also to obtain a list of foreign-born offenders incarcerated in the territorial prison. Using the statistics garnered from the lists, I could assess what would be the best method of encountering these offenders and placing them in removal proceeding. An additional challenge I faced was that once aliens are taken into ERO custody they have to be transported via commercial airlines to Florida within twelve hours. After critical analysis I determined that based on the numbers we anticipated to encounter, it would be most cost effective to send officers to St. Croix on TDY assignments to conduct surge operations.

Anticipating that the aliens would be encountered based on the date of court appearance or release from prison, we could arrange for airline reservation in advance.

As acting AFOD, I implemented policy and procedure within the sub-offices of the AOR. I found lack of consistency in the way each office operated. To gauge efficiency, I visited each office to observe how current practices were working and discuss ways in which they could improve performance. An example of a change I implemented occurred in the St. Thomas sub-office. I found that the office practice concerning CAP cases was to place detainees on suspected foreign-born offenders in the jail and prison, but not take any further action until being notified by jail staff that the offender was ready for release. This practice was in violation of detainer policy, as well as being inefficient. The alien would come into ICE custody without the A files being ordered and/or reviewed in many cases. As such, once notified that the alien was ready for release, the officers scrambled at the last minute to review the alien's status based on database checks to prepare charging documents, and forward the charging documents to the receiving office in a working folder. To complicate matters further, there is no ICE detention facility in St. Thomas; all apprehended aliens must be transferred to San Juan, Puerto Rico or Miami, Florida. To rectify this problem, I instructed the SDDO supervising that office to begin the practice immediately of ordering the A file after placing a detainer and reviewing it upon arrival. The charging documents were to be written and placed in the file. The file would then be placed in a drawer designated for CAP cases with active detainees. This change in practice increased the efficiency of processing CAP cases.

Supervisor: Michael Meade (954-236-4905)

Okay to contact this Supervisor: Yes

Immigration and Customs Enforcement

18201 SW 12th St
 Miami, FL 33194 United States
09/2015 - Present

Salary: 117,000.00 USD Per Year

Hours per week: 40

Series: 1801 Pay Plan: GS Grade: 13

Supervisory Detention & Deportation Officer (This is a federal job)

Duties, Accomplishments and Related Skills:

As an SDDO, I have supervised fugitive, transportation, and detention operations. While working in these programs, I accomplished the following:
 As one of my goals, I successfully served as an expert for enforcement and removal activity and operations by preparing the field office for fugitive operations. I coordinated nine fugitive operations teams in seven-sub offices, involving 94 officers throughout the state of Florida and Puerto Rico during a national operation.

I coordinated with the AFODs and SDDOs throughout the Miami Field office in order to ensure there would be adequate detention space and transportation support for the anticipated number of arrests. I also requested an inventory of supplies needed to facilitate the operation, and had orders place to replenish any shortages. After obtaining a list of potential targets from ICE HQ, I had it vetted by the National Criminal Analysis and Targeting Center (NCATC) to determine which part of the AOR the targets would likely to be found in, and forwarded the refined list to the Fugitive Operations SDDOs throughout the field office to begin their investigations. During the course of the operation, I collected daily arrest reports from each team and consolidated the data; and ensured data integrity of processing the arrests by reviewing each arrest in Enforcement Integrated Database (EID) Arrest Guide for Law Enforcement (EAGLE) before forwarding my final report to HQ Fugitive Operations. The operation resulted in 103 arrests, which was the second highest number of arrests during the operation, without any discrepancies in reporting.

I am accomplished in applying a wide range of qualitative and/or quantitative methods for the assessment and improvement of complex enforcement and deportation management processes and systems. One of my accomplishments was to successfully implement an efficient procedure for apprehending a specific population designated by HQ as a high priority. The tasking was given to fugitive operations, as the targeted individuals were all at large convicted felons. They were also on order of supervision (OSUP), as they were citizens of a county that generally did not issue travel documents.

Knowing that the target population would be scheduled to report regularly as a condition of OSUP, I instructed my Enforcement and Removal Assistant (ERA) to review the ENFORCE Alien Removal Module (EARM) to determine when targeted aliens would be scheduled to report and then notify the arresting officers of the appointment date by email. I assigned two officers per day on a rotating basis to report to the OSUP office to take the targeted aliens into custody as they reported for their scheduled appointments.

The process allowed officers to plan to make the arrest on a particular day, as opposed to taking multiple days to plan and conduct surveillance to verify the whereabouts of the alien. The process I implemented increased officer safety as aliens reporting for OSUP are required to pass through a security checkpoint where they are screened for weapons with a metal detector. Additionally, my actions increased the efficiency by using economy of resources.

A challenge I faced, as an SDDO in detention management, involved the development of standard operating procedures (SOP)s and their implementation based on agency enforcement and deportation policies. I specifically rewrote an SOP that covered the procedures for responding to the escape of detained aliens from the detention facility.

While in charge of the SPC Policy Compliance Team, I supervised the review the 53 SOPs that governed the operation of the facility based on ICE policies. The purpose of the review was to ensure that the SOPs were kept current with published national detention standards. As I reviewed the SOP concerning escape procedures, I found that the SOP dictated that when an escape attempt was discovered, designated officers were to draw escape kits and assume a fixed post along the perimeter of the facility. The escape kits were meant to contain tools necessary to apprehend an escaping alien, such as hand cuffs and flash lights. Through my analysis I discovered that the SOP made no mention of the kit storage location. I attempted to locate the kits to verify their location and contents. Under further investigation, I found that the kits had never been ordered after the SOP was written.

I immediately took the matter to my supervisor and offered to rewrite the SOP to include specifically what the kits should contain, and where they would be stored. I successfully rewrote the SOP to include the necessary details. I then instructed one of my officers to located vendors that sold the items needed to complete the escape kits and take bids for orders. My actions corrected a serious discrepancy in the SPC emergency plan, resulting in the correct implementation of escape response SOP.

I received and "Outstanding" evaluation on my last PWP

Supervisor: Ramon Bado (202-359-3782)

Okay to contact this Supervisor: Yes

DHS/ICE

2805 SW 145th Ave
Hollywood, FL 33027 United States

11/2005 - 09/2015

Salary: 85,085.00 USD Per Year

Hours per week: 40

Series: 1801 Pay Plan: GS Grade: 12

Deportation Officer (This is a federal job)

Duties, Accomplishments and Related Skills:

Assigned to the Fugitive Operations Program, I manage a docket of cases from which I generate leads on suspected immigration violators, using various investigative methods, to include: reviewing case files; interviewing witnesses, family members, associates, and employers; reviewing court records, conducting surveillance, and through established liaisons with various other Federal, State, and local law enforcement entities for the purpose of locating and apprehending the suspected violators.

I was previously assigned to the Criminal Alien Program, Violent Criminal Alien Section, in which I would initiate, plan and conduct criminal and administrative investigations concerning violations of title 8 U.S.C. and title 18 U.S.C. I would investigate by means of interviews/interrogations, surveillance, research, serving subpoenas, and analysis of facts to determine if criminal charges were warranted and submit my finding to the US Attorney's Office (USAO), by way of criminal complaint and/or affidavit, and I testify to the credibility of evidence before grand juries, and at trial. I have presented over one hundred cases as to the AUSA which resulted in a criminal conviction.

I have also been assigned to Case Management of non-detained aliens pending removal proceedings. I was responsible to monitor court proceedings, monitor bond status, adjudicate stays of removal, apprehend absconders, and facilitated the removal of aliens that were ordered to be removed by then immigration judge, by working with foreign consulate officers to obtain travel documents.

While assigned to non-detained case management, and before the creation of the VCAS, I was designated as lead prosecution officer for the field office, responsible for presenting criminal cases to the AUSA that were developed in during the course of immigration enforcement and overseeing the prosecution team. Because of my knowledge of criminal procedure, I was used as a subject matter expert by the Assistant Field Office Director to assist him in drafting local policy for presenting cases to the US Attorney's Office for prosecution of criminal offenses, and was able to foster an arrangement that expedited the transfer of custody to the US Marshal Service of aliens being charged with criminal offenses, in order to reduce the cost of detention by ICE.

I performed the duties assigned to Detained Case Management, monitoring cases of detained aliens in removal proceedings. I was responsible for requesting travel documents, reviewing detainee requests, preparing Post Order Custody Reviews, requesting travel documents, and arranging for removal.

I performed the duties of acting Supervisory Detention and Deportation Officer, during which time I assigned tasks to employees under my supervisor and evaluated their product. I have also been assigned as team leader during many enforcement operations, during which I coordinated target priorities, assigned tasks to team members based on their skill set, and recorded statistics of apprehensions.

In my career with ERO, I have also held collateral duty positions as Vehicle Control Officer, Defensive Tactics Instructor, Special Response Team Operator, and I am currently a Peer Support Member, trained to assist other employees with crisis management and grief counseling.

I speak, read, and write Spanish fluently, which I learned for performing my duties without the need of a translator, and to interact with the Spanish speaking public. I speak, read, and write French with a novice degree of competency to interact with native French speaking people I meet in the

performance of my duties, and I am continuing to develop my proficiency.
 I attended FLETC career development courses to include: The Deportation Officer Training Program, the Fugitive Operations Training Program, and the Fugitive Operations Training Program Prosecution Module.
 I attended agency sponsored career development courses, to include such topics as: Interviewing and Interrogation, Defensive Tactics and Street Combat, Nutrition for Law Enforcement, and Weapons of Mass Destruction.
 I received an "Outstanding" evaluation on my last PWP.

US Army Reserve

13601 S.W 176th Street
 Miami, FL 33177 United States

01/2002 - 01/2008

Salary: 340.00 USD Per Month

Hours per week: 40

Civil Affairs Sergeant

Duties, Accomplishments and Related Skills:

As a Civil Affairs Specialist, I provided strategic assessments to the operational commander of my unit's area a responsibly in the country we were deployed by conducting analysis of the critical infrastructure, the economic/political stability, and of potential sources of support for the U.S. military, help plan U.S. government interagency procedures for national or regional emergencies, assist with civil-military planning and support, coordinate military resources to support reconstitution or reconstruction activities, support national disaster, defense or emergency assistance and response activities, foster and maintain dialogue with civilian aid agencies and civilian relief and assistance organizations

I recommended a course of action to the unit commander that would best facilitate fruition of his intended goals. I constantly monitored the effectiveness of our strategy and routinely interacted with indigenous people to garner sources of intelligence and worked closely with foreign government officials as a liaison. I managed development projects by working with civil engineers, construction contractors, and government officials by submitting project reports, requesting authorization of funds to finance the project, managing the project's budget, and paying the concerned parties due compensation. I submitted progress reports to the commander that detailed the impact of our efforts and made any recommended course adjustments I thought were needed.

As a Non Commissioned Officer, I was in a role of leadership as a first line supervisor, responsible for supervising the enlisted personnel assigned to a Civil Affairs Team and ensuring they were trained to carry out their duties, and they were supplied with the proper equipment, and evaluated, and if necessary, assigned work assignments, and corrected their conduct. I was responsible for coordinating and overseeing the training of my subordinates, and conducted performance appraisals, and recommend their promotion based on performance.

While in service, I attended the career development training program known as the Primary Leadership Development Course. The course teaches the basic skills to lead small groups of Soldiers. This course focuses on leadership, training management.

I received an "Excellent" rating on my last performance evaluation in this position, which was the highest rating possible.

Supervisor: First Sergeant Keith Bolik ((305) 378-4835)

Okay to contact this Supervisor: Yes

DOJ/INS-DHS/ICE

7880 Biscayne Blvd
 Miami, FL 33103 United States

05/2002 - 11/2006

Salary: 2,500.00 USD Bi-weekly

Hours per week: 40

Series: 1801 **Pay Plan:** GS **Grade:** 9

Immigration Agent (This is a federal job)

Duties, Accomplishments and Related Skills:

As an Immigration Agent was responsible for location and apprehension of illegal aliens within the borders of the country. I determined alienage and deportability, through application of my knowledge of the Immigration and Nationality Act, and investigating violations by conducting interviews, taking sworn statements, reviewing records and documents, and ran checks through computer databases. I then prepared charging documents based on the information garnered from my investigation. During immigration enforcement, I also conducted criminal investigations concerning violations of 8 U.S.C., 18 U.S.C. when evidence of an offense was uncovered. I developed case leads by means of interviews/interrogations, surveillance, research, and analysis of facts, and prepared cases for criminal prosecution by the AUSA.

In a role of leadership, as case agent, I planned and coordinated enforcement operations by developing the operation plan, selecting team members and assigning them tasks to members, coordinated with multiple agencies participating in the operation, prioritized targeting efforts, and tracked statistics of apprehensions.

I attended the Immigration Officer Basic Training Course at FLETC, in which I graduated with honors and successfully tested out of the Spanish Language Training Course.

I also attended agency sponsored career development training concerning interviewing and interrogation techniques.

I received an "outstanding" evaluation on my last PWP in the position.

Supervisor: Darryl Farquhar (305-207-2001)

Okay to contact this Supervisor: Yes

DOJ/INS

18201 SW 12th ST
 Miami, FL 33194 United States

08/1996 - 05/2002

Salary: 2,400.00 USD Bi-weekly

Hours per week: 40

Series: 1802 **Pay Plan:** GS **Grade:** 7

Detention Enforcement Officer (This is a federal job)

Duties, Accomplishments and Related Skills:

As a Detention Enforcement Officer, my main duties included transportation of detained aliens from jails to immigration detention facilities.. conducting searches of detainees, safeguarding and managing detainees in a facility, conducting searches within the facility, processing newly arriving detainees, out processing departing detainees, and executing Warrants of Deportation by escorting aliens to their county of citizenship. While in this position, I held a collateral duty as the Vehicle Control Officer responsible for maintaining the vehicle fleet for the Miami INS District of Detention and Deportation, maintaining records of vehicle use and expenditures. I also completed the FLETC Defensive tactics instructor Course, and served in that capacity when the collapsible steel baton an OC spray were added the INS arsenal, by traveling to the sub offices within the district and conducting the qualification training, and maintaining records of certification.

I received an "Excellent" evaluation on my last PWP on this position.

Supervisor: Simone Lee-Fatt (954-545-6025)

Okay to contact this Supervisor: Yes

Education:

Saint Leo University Saint Leo, FL United States

Master's Degree 04/2018

GPA: 3.91 of a maximum 4.00

Credits Earned: 36 Semester hours

Major: Criminal Justice/Critical Incident Management

Relevant Coursework, Licenses and Certifications:

I completed a Master of Science degree in Criminal Justice with a specialization in Critical Incident Management in April 2018. Because I enrolled in an accelerated program, I was able to completed my degree in less than two years.

Florida Atlantic Univ. Boca Raton, FL United States

Bachelor's Degree 05/2013

GPA: 3.834 of a maximum 4.00

Credits Earned: 138 Semester hours

Major: Psychology **Minor:** Public Management **Honors:** Magna Cum Laude

Relevant Coursework, Licenses and Certifications:

I completed a BA in psychology with a minor in Public Management. In order to fulfill the requirements of my chosen minor, I successfully completed courses that were an introduction to public administration, specializing in the duties of managing government agencies, effective leadership theories and project management, and managing budgets.

Broward Community College Davie, FL United States

Some College Coursework Completed 12/2000

Major: Psychology

Relevant Coursework, Licenses and Certifications:

I completed prerequisite work needed to transfer to Florida Atlantic University to complete a BA degree

Everett Community College Everett, WA United States

Some College Coursework Completed 06/1994

Major: Criminal Justice

Relevant Coursework, Licenses and Certifications:

I completed two years of course work in a technical arts program for individuals seeking employment in law enforcement.

Job Related Training:

Executive Summary Writing-ERO-April 2018

Emergency Management Institute- Emergency Planning Course-July 2017

Emergency Management Institute-Leadership and Influence Course- May 2017

OPR Management Inquiry Training Program- 08/2016

ICE Supervisor and Leadership Training Program- 03/2016

FBI Chemical Industry Outreach Seminar-02/2015

Field Operations Training Program Prosecutions Module 03/2012

Fugitive Operations Training Program-2/2008

Deportation Officer Transition Training Program-12/2005

Primary Leadership Development Course-4/2003

Immigration Officer Basic Training Course-10/2002

Defensive Tactics Instructor Training Program (FLETC)-12/1998

Basic SWAT-7-1998

Language Skills:

Language

Spoken

Written

Read

Language	Spoken	Written	Read
Spanish	Advanced	Advanced	Advanced

Affiliations:

US Coast Guard Auxiliary - Member/Human Resources

References:

Name	Employer	Title	Phone	Email
Ramon Bado (*)	DHS/ICE	Assistant Field Office Director	202-359-3782	Ramon.bado@ice.dhs.gov
Michael Meade (*)	DHS/ICE	Deputy Field Office Director	954-236-4905	Michael.W.Meade@ice.dhs.gov
Jorge Rodriguez (*)	US DOJ	Court Administrator	305-978-4908	jorge.rodriguez@usdoj.gov
Micahel Soltis (*)	DHS/ICE	SDDO	786-412-3553	michael.j.soltis@dhs.gov

(*) Indicates professional reference

Additional Information:

As a volunteer member of the US Coast Guard Auxiliary, I have participated in unit leadership and risk assessment training. I currently serve as the Flotilla Commander, in charge of Flotilla 2, of Coast Guard District 3, Division 7 in Fort Lauderdale, FL. I am currently the ERO Miami Special Response Team Tactical Supervisor.