

Application Form

Profile

Nicole Armstrong
First Name Middle Initial Last Name

[Redacted] Suite or Apt
Home Address

Pittsburg CA 94565
City State Postal Code

[Redacted]
Primary Phone

[Redacted]
Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 5

Department of Police COO/CFO
Accountability Job Title
Employer

Length of Employment

5 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

8 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Alcohol and Other Drugs Advisory Board: Submitted

Seat Name

District V

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

2

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

California State East Bay

Degree Type / Course of Study / Major

BA Psychology Minor in BA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of San Francisco

Degree Type / Course of Study / Major

Executive MBA

Degree Awarded?

Yes No

College/ University C

Name of College Attended

University of Maryland

Degree Type / Course of Study / Major

BA Criminal Justice

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

1811 FLETC

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I am writing to express my interest in serving on the boards of the Alcohol and Other Drugs Advisory Board, the Contra Costa Commission for Women and Girls, and the Mental Health Commission in Contra Costa County. I believe that my passion for community advocacy and my commitment to making a positive impact align perfectly with the objectives of these esteemed boards. Alcohol and Other Drugs Advisory Board: Having witnessed the detrimental effects of substance abuse in our community, I am dedicated to being part of the solution. By joining this board, I aim to contribute to the development and implementation of effective policies and programs that address alcohol and drug-related issues in Contra Costa County. I am eager to collaborate with professionals and organizations to raise awareness, reduce stigma, and promote prevention, treatment, and recovery resources for individuals and families affected by addiction. Contra Costa Commission for Women and Girls: As a strong believer in gender equality, I am inspired to join this commission to advocate for the rights and empowerment of women and girls in our community. I am committed to promoting policies and initiatives that address systemic barriers and ensure equal opportunities for all. Through my active involvement, I hope to amplify the voices of women and girls, engage with stakeholders, and contribute to discussions on healthcare, education, employment, and safety to create a more inclusive and equitable society. Mental Health Commission: Recognizing the importance of mental wellness, I am passionate about mental health advocacy and supporting individuals facing mental health challenges. By serving on the Mental Health Commission, I aim to contribute to the development of policies and programs that promote access to quality mental health services, reduce stigma, and enhance overall well-being in our community. I am dedicated to raising awareness, providing education, and collaborating with local agencies to improve the mental health system and support individuals and families affected by mental health conditions. In conclusion, I am eager to serve on these boards in Contra Costa County because I am driven to make a difference. My personal experiences, coupled with my dedication to community service, have prepared me to actively contribute to these vital issues. I am excited about the opportunity to collaborate with like-minded individuals, share insights, and work together towards creating positive change. Thank you for considering my application. I look forward to the possibility of serving on these boards and making a meaningful impact in Contra Costa County.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see Resume

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I work M-F 8 -5 pm but I can take vacation time as a need

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

Nicole Armstrong

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Habitat for Humanity, Unicef, SF Pride, DPA Events. I have not served on any advisory boards.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



Nicole Armstrong

Investigations and Project Management



Pittsburg

instagram.com/abstractartbynicole

USAF Veteran with over ten years of experience in investigations, management, and recruiting.

SKILLS & COMPETENCES

Coaching & Development

Time Management

Team Leader

5+ Supervisor Experience

Finance Management

Integrity

Budget Experience

10+ year Project Management

Subject-Matter Expert

Trainer & Presenter

WORK EXPERIENCE

Operations Manager

San Francisco Department of Police Accountability

02/2020 - Present

Achievements/Tasks

- Prepared the DPA Annual Report, quarterly and monthly report. The report was complimented on the best DPA Annual Report Ever
- Developed and oversaw DPA's 10 million dollar budget. Helped limit reduction during the COVID-19 pandemic.
- Sourced, developed, and oversaw technical implementations to assist with case mgmt, redaction, and telecommuting
- Supervise support staff (clerical unit) in the maintenance of investigation documents, correspondence, and public counter
- Assisted the Executive Director and Chief of Staff by preparing presentations for or appearing on her behalf before the San Francisco Board of Supervisors, the Police Commission, and other governmental bodies.
- Developed and created over 15 instructions and guidelines for investigations, attorney and administrative staff

Contact: Director Paul D. Henderson - 415.241.7711

Acting Senior Investigator

San Francisco Department of Police Accountability

06/2019 - 02/2020

Responsibilities and Achievements

- Supervise police misconduct investigations and teams of up to five investigators. Conduct weekly one-on-one meetings with direct reports and monthly case reviews. Train new investigators.
- Participate in an on-call rotation for officer-involved shooting incident response.
- Instruct and train officers at the SFPD Academy on the role of civilian oversight.
- Collaboratively plan and develop standard operating procedures for a new case management system. Sourced and implemented project management software for tracking progress and collaborative editing. Co-host group training sessions and provide individual support. Presented the new system at a Salesforce Executive Roundtable.
- Conducted a security assessment and analysis of the new office. Identified security risks and developed threat mitigations plans.
- Served as a subject-matter expert for the development of the 8124 qualification exam.
- Current projects include organizing a daylong wellness event for the entire staff.

WORK EXPERIENCE

Investigator

San Francisco Department of Police Accountability

02/2018 - 06/2019

Responsibilities and Achievements

- Conducted administrative police misconduct investigations. Identified relevant issues, drafted allegations, interviewed complainants, witnesses, officers, expert witnesses, and prepared final reports of investigation. Gathered physical and documentary evidence, analyzed information and evidence resulting from investigative activities, and recommended investigative findings. Wrote detailed reports of investigation, maintained records, files, and supporting documentation for each case handled, preserving evidence in a secure manner.
- Established and maintained effective working relationships with community groups, representatives of the San Francisco Police Department, and other agencies. Addressed and worked with LGBTQ community groups and sexual assault victim groups. Participated in recruitment and outreach events, including BALIF and the Sexual Assault Survivor Circle.
- Authored content revisions for the 2019 update to the "Know Your Rights" Brochure and Business Card.
- Acted as a workflow subject matter expert for the Civic Bridge Fall 2018 Cohort. Organized team building activities and contributed to change management efforts.

Intelligence Analyst and Corporate Investigator

Gavin De Becker and Associates

02/2017 - 02/2018

Executive protection company

Responsibilities and Achievements

- Developed and managed an investigation program for a billion-dollar data technology company. Initiated, coordinated, reviewed, and monitored investigative plans and intelligence products.
- Screened, researched, analyzed, and interpreted all-source intelligence information, regional analysis, and political analysis to enable employees to produce detailed analytical reports.
- Supervised a team of investigators and analysts. Conducted meetings with direct reports and reviewed investigations. Created work schedules.
- Implemented Information technology programs and oversight. Ensured team complied with information security.
- Authored and developed technology and surveillance policy for compliance with European Data Protection
- Lead, motivate, and support a large team within a time-sensitive and demanding environment, including setup and implementation of career development plans for all direct reports and problem resolution
- Identified information gaps and potential threats by evaluating the relevance and accuracy of gathered information using various analytical methodologies and intelligence database system. Conducted risk analysis, identified possible threats to the company and CEO, and estimated the likelihood that threats would materialize.

WORK EXPERIENCE

Special Agent

United States Air Force, Air Force Office of Special Investigation

03/2009 - 03/2014

Federal investigative agency that conducts felony investigations for the USAF and its assets

Responsibilities and Achievements

- Planned, directed, and supervised special agents in the execution of specialized offensive and reactive criminal investigations for geographically separated USAF installations. Initiated, coordinated, reviewed, and monitored investigative plans and intelligence products responsive to national, Department of Defense, and local collection requirements. Supervised, trained, and mentored three special agents; directed 14 criminal investigations and continued support for 375 force protection activities affecting approximately 10,000 personnel.
- Ability to develop, implement and review policies and procedures for fraud programs for northern California, Afghanistan and Kyrgyzstan.
- Operational and program manager for evidence management, contingency funds management and confidential informant program.
- Managed a \$25K Contingency Funds program and budget analysis with zero deficiencies; enabled agents to conduct effective source operations and other investigative activities.
- Collected and analyzed a diverse range of evidence, including crime scene evidence, financial records, and expenditures; evaluated and identified suspicious trends. Conducted over 400 interviews, including suspect, witness, victim, and experts.
- Served as the principal handler for confidential informants, uncovering multiple allegations of fraud through an extensive network of informants. Maintained oversight of all investigative activities regarding the collection of evidence, conduct of interviews, official record reviews, surveillance operations, searches, seizures, apprehensions, and the management of confidential informants. Liaised extensively among external law enforcement agencies and financial institutions to collect, evaluate, and validate evidence. Developed risk, threat, and vulnerability analysis.

Security Forces Trainer and Supervisor

United States Air Force

04/2006 - 03/2009

Responsibilities and Achievements

- Supervised, trained, and mentored four police officers; supported 375 force protection activities affecting 10,000 personnel.
- Supervised the training, development, and productivity of 350 military and civilian personnel. Implemented programs and procedures to streamline productivity, resulting in regional program adoption. Developed and delivered curriculum on military and civilian law, as well as jurisdictional rules and regulations. Planned and facilitated field training designed to boost team competencies and capabilities. Created and managed specialized training programs for military police officers and for military deployments.
- Developed, implemented and reviewed operational policies and procedures for base wide augmentee police training and air force deployment training.
- Performed law enforcement and security operations within the 12th Security Forces Squadron; conducted patrols, security evaluation and enforcement, and incident response to criminal activities, accidents, and security alarms.

Security Forces Patrol Officer

United States Air Force

03/2004 - 04/2006

Responsibilities and Achievements

- Performed law enforcement and security operations within Security Forces; conducted patrols, security evaluation and enforcement, and incident response, including criminal activities and accidents.
- Monitored and detected the incidence of criminal, hostile, terrorist, and fraudulent activities.
- Developed ancillary training solutions and coordinated specialty training.

EDUCATION

Bachelor of Arts, Major in Psychology, Minor in Business Administration California State University East Bay

03/2014 - 03/2017

Hayward Ca

Courses

- Negotiation Psychology
- Survey and Test Construction
- Statistics
- Communications
- Operation Management
- Clinical Psychology and Behavioral
- Accounting
- Information Technology

Executive MBA University of San Francisco

08/2020 - Present

3.6

Courses

- Data Analytics
- Global Business Conditions
- Negotiations
- Financial Mgmt
- Managerial Decision Making
- Marketing Mangement

ACHIEVEMENTS & CERTIFICATES

Internal Affairs Division Investigations Training (2018)

Criminal Investigative Training Center Certificate (FLETC) (2008)

Basic Special Investigator Course (Federal Law Enforcement Training Center) (2008)

Deans List (8 quarters), Honors List (2 quarters)

Police Officer of the Month (2004, 2008, 2010); Agent of the Quarter (2012)

Mental Health Response Training (2008)

Advanced Interviewing and Interrogation Course (2010)

John Levitow Award for Program Management and Leadership School (2008)
Award for most outstanding leadership and scholastic qualities.

E-Funds and Evidence Custodian Certificate (2012)

LAPD Audit Training (10/2019 - Present)

SUPPORTED CAUSES

Animal Rights

UNICEF

AIDS LifeCycle

ARF

Women Veterans

Homeless Outreach

Women in Tech