



ORANGE COUNTY MAYOR

**Jerry L. Demings**

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September 30, 2019

TO: Board of County Commissioners

FROM: Mayor Jerry L. Demings 

SUBJECT: Managerial Appointment  
**CONSENT AGENDA ITEM OCTOBER 22, 2019**

As you are aware, the Corrections Department received approval for a correctional facility manager (major) position in the FY 19-20 budget. After careful consideration, I am selecting Captain Michael N. Martin to fill this vacancy.

Captain Martin began his career as a certified correctional officer in the Corrections Department in 1995, and since that time he has advanced through the ranks to the position of correctional captain. He has been a captain for over five years. He is a 24-year veteran with an exceptional track record and vast institutional knowledge. He possesses high ethical and moral values and is well-respected by his peers and subordinates. He holds a bachelor's degree in criminal justice from Ashworth College.

Captain Martin's appointment will be effective November 3, 2019, at an annual starting salary of \$104,062.40. His resume is attached for your review.

**Action Requested:** Confirmation of the Mayor's managerial appointment of Captain Michael N. Martin as Major, Correctional Facility, In-Custody Security Operations Division, Corrections Department.

Attachment

cc: Byron W. Brooks, AICP, County Administrator  
Daniel P. Banks, Deputy County Administrator  
J. Ricardo Daye, Director, Human Resources Division

# Michael N. Martin

## RESUME OF QUALIFICATIONS

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**Objective:** A professional law enforcement career that enhances the lives of the citizens of Orange County, and offers opportunity for advancement through dedication and integral leadership.

**Education:** Ashworth College, Norcross, Georgia  
Bachelor of Science, Criminal Justice

Colonial High School, Orlando, Florida  
High School Diploma

**Specialized Training/Committee:** Florida Criminal Justice Executive Institute (FCJEI), Tallahassee, Florida  
Senior Leadership Program, 2011

Florida Criminal Justice Executive Institute (FCJEI), Tallahassee, Florida  
Florida Leadership Certification, 2004-2005

National Jail Leadership Command Academy (NJLCA), Sam Houston State University

Criminal Justice Institute, Orlando, Florida  
Stress Awareness; Line Supervision; Middle Management; Disciplinary Confinement Inmates, 1998, 1999 and 2000

Kenneth A. Bragg Complex, Tavares, Florida  
CJSTC-Certification (Corrections), 1995

United Way Executive Committee, CFIX Executive Steering Committee, CIT Coordinator

**Experience:** 2014–Present: Correctional Captain  
Orange County Corrections Department, Orlando, FL

Responsible for Booking Release Center and Juvenile Assessment Center from 2014-2016. Currently responsible for Main Facility supervising 8 lieutenants, 11 sergeants, 17 corporals and 250 line staff. Manage division(s) or work unit(s) in absence of the Major. Perform such supervisory duties as instructing, assigning, reviewing and planning work of others. Allocate personnel, acted on employee problems, select new employees, and recommend disciplinary actions, discharges, transfers, promotions, and salary increases. Assist in formulating goals and objectives goals and objectives for long and short term planning. Assist with developing policies and procedures for the department.

2008-2014: Correctional Lieutenant  
Orange County Corrections Department, Orlando, FL

Responsible for Female Detention Center, Whitcomb Facility, Hospital Security and Perimeter Security from 2008-2012. Responsible for Booking Release Center from 2012 until promotion to Captain supervising 4 sergeants, 4 corporals and 50 line staff. Participated in the selection process for Correctional Sergeants and Corporals. Trained subordinate staff, and prepared performance evaluations for Sergeants and occasionally for Corporals and/or reviews performance evaluations of Corporals and Correctional Officers. Exercised broad supervisory authority over inmates and correctional personnel. Assumed command of the facility in the absence of the Captain. Investigated unusual conditions and events. Planned and supervised on-the-job and emergency plans and procedures training.

**2006-2008: Correctional Sergeant  
Orange County Corrections Department, Orlando, FL**

Orange County Corrections' first Emergency Management Sergeant; I was responsible for the planning and coordinating responses to natural and man-made disasters that can affect the department. Created and maintained policies specific to Emergency Preparedness, and actively participated in Emergency Management training, tabletop exercises, and simulations conducted with the County's Office of Emergency Management (OEM). Created Continuity of Operations Plan and Pandemic plan for the Department. Reviewed and updated all emergency policies, and conducted tabletop exercise for disaster scenarios and training on emergency drills with the secured facilities.

**2002-2006: Correctional Sergeant  
Orange County Corrections Department, Orlando, FL**

Supervisor of Main Facility A/B Building until August 2006. Operational Administrative functions included audits of payroll, scheduling, attendance, evacuation drills, key audits, security audits, shakedown, training and incident reports. Supervised two Corporals and twenty-four line staff. Initiated investigations for violations.

**1998-2002: Correctional Corporal  
Orange County Corrections Department, Orlando, FL**

Supervised the Main Facility, Horizons, Secure School, and Inmate Affairs section. Operational administrative functions included payroll, scheduling, creating and updating policy and procedures, statistics, fire, safety and sanitation inspections, training, inmate files and records, approve/disapprove inmate privileges, database entries, queries, accreditation audits and investigations.

**1995-1998: Correctional Officer  
Orange County Corrections Department, Orlando, FL**

Ensured the health, safety, secure confinement and orderly movement of inmates in the County correctional facilities. Performed security and safety checks, and adhered to facility security procedures. Supervised inmates to prevent altercations, intimidation undesirable or illegal acts, interceded when necessary, to ensure the safety of the facility, other Correctional staff and the inmates. Maintained accurate count and current location of all inmates or Youthful Offenders assigned. Completed and maintained required records, logs and reports. Performed cell and body searches as required.

**1992-1995: Laundry Equipment Operator  
Orange County Corrections Department, Orlando, FL**

Delivered laundry to jail facilities, and supervised legally incarcerated inmates.

**Awards:**

Orange Award, Meritorious Service Award, Top Defensive Tactics, Leadership, Team Work Award, Letter of Recognition