

# Clayton R. Richards

212 Terry Place • Sparta, New Jersey 07871 • crichards@verizon.net • H: (201) 929-2230 • C: (856) 929-5683

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**RETIRED POLICE OFFICER with FIREARMS EXPERTISE** earned multi-county recognition as talented shooter and performance management professional. Efficiently prioritizes and executes program elements, demonstrates take-charge abilities, and communicates effectively at all organizational levels. Qualifications feature:

- Training & Career Pathing Programs
  - Curriculum Development
  - Firearms Instruction
  - Procurement / Vendor Management
  - Cost Avoidance Techniques
  - Process Improvements
  - Emergency Management
  - Report Writing
  - Courtroom Testimony
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## EXPERIENCE & ACCOMPLISHMENTS

**Township of Sparta Police Department, Sparta, NJ**

6/89-3/10

39-square-mile jurisdiction; area doubled in population since 1987 to approximately 19,000 residents.

**Police Officer (Corporal) / Supervising Firearms Instructor / Range Master • 2/89-3/10**

- Reduced need for remedial instruction by developing progressive firearms training program focused on tactical operations and featuring combat drills.
  - Concurrently achieved State Attorney General Mandate compliance, authored premier Firearms Instruction Standard Operating Procedures, and developed Firearms Instructional Curriculum.
  - Annually provided instruction in deadly force and vehicular pursuit to 12 classes, each comprised of 480 police officers, ultimately culminating in certification programs.
  - Managed weapon and equipment purchasing and disbursement, positioning favorable vendor negotiations that halved price of issuing gear.
  - Introduced process improvements: replaced cumbersome leather belts with lightweight nylon belts equipped to hold regulation apparatus.
  - Upgraded safety and functionality of regional shooting range utilized by law enforcement agencies throughout Sussex and Morris counties.
  - Managed without incident construction project work-zone traffic safety details.
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## EDUCATION

**BS, Business Administration, Rutgers the State University, New Brunswick, NJ • May 1991**

**Morris County Police Training Academy, Morristown, NJ • May 1989**

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## CERTIFICATIONS

CPR and Defibrillator  
Active Shooter Response Instruction  
Defensive Tactics Control  
Restraint Instructor

Accident Investigation  
Breathalyzer / Alcotest Operator  
PR-24 Instructor Subgun Instructor  
NRA Expert Marksman

Tactical Handgun  
Leader and Supervisor  
Triple Canopy Training  
HazMat Response Instructor

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## PROFESSIONAL AFFILIATIONS

The National Rifle Association of America, Police Expert • 9/91-Present

Fraternal Order of Police, Spartan Lodge #26 • 6/89-Present

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## HONORS

Police Officer of the Year Award, Marquette Counsel #402 Knights of Columbus • June 2009

Outstanding Police Work Award, VFW Post #7321 • May 1995

Exceptional Performance Award, Sparta Township Counsel • July 1990

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## COMMUNITY INVOLVEMENT

Head Coach, Sparta Youth Lacrosse • 2004-Present • Traffic Safety Training Volunteer, local schools • 1990-Present • DARE Day Volunteer • 1989-Present • Assistant Coach, Sylands Kings Travel Ice Hockey • 2007/2008 • Assistant Coach, Sparta Youth Ice Hockey League • 2003-2006