

# Dr. Brittany Dawn Burns

Fuquay Varina, NC | [www.linkedin.com/in/drbrittanydawnburns](https://www.linkedin.com/in/drbrittanydawnburns) | [bdb6687@gmail.com](mailto:bdb6687@gmail.com)

## Clinical Instructor

*Scholar-Practitioner and Change Agent | Leveraging Education, Lived Experience, and Policy Insight to Drive Social Innovation*

Entrepreneur and former law enforcement professional with 15+ years of experience across probation and parole, corrections, emergency communications, and training. Known for integrity, leadership, and results across local, state, and federal agencies. I bring a unique blend of academic rigor and real-world insight, using research, systems thinking, and advocacy to drive meaningful, people-centered solutions. As I transition from traditional government work, I'm seeking mission-driven opportunities in operations, administration, or program leadership, particularly within organizations committed to equity, reintegration, career development, and policy reform. I excel in fostering strong relationships with stakeholders and communities, identifying gaps, and designing impactful strategies to close them. Rooted in both lived and professional experience, I am deeply committed to reshaping systems, amplifying marginalized voices, and creating spaces where people and policies align for sustainable, transformative change.

## Professional Experience

BINGHAMTON UNIVERSITY, Binghamton, NY | 2024 – Present

**Clinical Instructor** (2024- Present)

- Instruct undergraduate and graduate students on topics related to children and adolescents involved in violence, whether as victims or offenders.
- Create syllabi and develop educational materials for courses in Binghamton University's Forensic Health Minor Program.
- Maintain office hours as needed for students and staff.
- Collaborate with fellow faculty members to maintain consistency in course structure across the program.

APEX POLICE DEPARTMENT, Apex, NC | 2022 to 2024

**Records Technician** (2022- 2024) – **New Hire Records Trainer** (2023- 2024)

Executed various technical and clerical duties to support departmental operations, encompassing the collection, indexing, processing, maintenance, retrieval, copying, and distribution of law enforcement data and information, including police reports, citations, protective orders, and subpoenas.

- Reviewed and rectified all types of reports (incident, arrest, supplements, wrecks, and traffic stop reports) for accuracy, ensuring compliance with state and departmental guidelines. Subsequently, dispatches reports to the Department of Motor Vehicles (DMV) or the State.
- Conducted quality control for Records Management System (RMS), confirming the inclusion of necessary information as per federal, state, and departmental guidelines in all officer reports. Executes checks on names and vehicle files to ensure accuracy and prevent duplication.
- Offered general technical assistance to fellow staff regarding RMS, aiding officers in resolving report and system-related issues. Executes monthly audit queries to identify and rectify errors, reviewing wreck reports in preparation for dispatching reports to the State Bureau of Investigation (SBI).
- Transferred electronic citations from the state system to RMS and transmitted traffic reports from RMS to SBI. Input data such as parking tickets, warning tickets, and subpoenas.
- Collaborated with the District Attorney's office to furnish requested reports, Driving While Impaired (DWI) discovery, and videos. Addresses inquiries from the public about records, providing reports via phone, email, or fax. Screens calls and inquiries, dispenses information, and manages both public and internal requests for services or information.
- Updated information in department-specific databases and programs, compiling reports. Processes and forwards records and reports to state systems. Generates alarm letters and failure-to-pay parking tickets, sending them to violators, and creates corresponding reports.
- Maintained the confidentiality of personnel files, records, and information.

## Professional Experience (cont.)

NC DEPARTMENT OF PUBLIC SAFETY, Raleigh, NC | 2017 to 2022

Fuquay Varina, NC | 910- 409-2599 |1940 Stroll Circle  
bdb6687@gmail.com

**Interstate Coordinator (2020 – 2022)**

Handled all written and verbal communications related to the transfer and relocation across state lines of adult offenders under community supervision.

- Offered statutory authorization for overseeing the relocation of adult parole, probation, and controlled release offenders between state borders.
- Ensured compliance of North Carolina with ICAOS rules and federal law.
- Managed every facet of the interstate process, encompassing inquiries for offender reporting instructions, transfer requests, investigations, and responses. Also oversaw monitoring of out-of-state supervision, travel permissions, offender progress reports, violation reports and responses, interstate warrants and extradition, and data collection.

**Probation/Parole Officer (2017–2020)**

Oversaw individuals who had been released from incarceration but remained under the supervision of the criminal justice system.

- Supervised recently released criminal offenders.
- Ensured compliance with each condition of the offenders' release through vigilant monitoring.
- Conducted random drug tests for offenders.
- Kept track of offenders' employment history and performance.
- Scheduled weekly and monthly appointments with offenders.
- Attended court hearings for probation violations.
- Took responsibility for overseeing cases of offenders under probation, parole, and/or post-release.
- Provided sworn statements in open court testimony.
- Assisted in warrantless searches and participated in special operations to apprehend offenders.
- Served as a liaison between offenders and community resources.

**PREVIOUS WORK HISTORY:**

**Traffic Analyst:** ATKINS GLOBAL, Raleigh, NC 2014-2017

**Emergency Communications Officer:** CARY POLICE DEPARTMENT, Cary, NC, 2011-2014

**Loss Prevention & Sales:** GAP INCORPORATED, Durham, NC, 2010-2012

**Security Officer:** ALLIED BARTON, Holly Springs, 2009-2010

**Police Cadet:** WILMINGTON POLICE DEPARTMENT, Wilmington, NC 2006-2009

---

## **Education, Certification, & Training**

---

**PhD: Concentration: Public Safety & Leadership,** Capella University, 2025

Dissertation: Insights From Formerly Incarcerated Individuals on the Effectiveness of Prison Programs and Employee Preparation.

President's List since 2019

**M.S. in Criminology,** Regis University, 2016

**Binghamton University, Binghamton, NY,** Thesis Presentation: Stockholm Syndrome and Sex Trafficking under direction of Mary Muscari, PhD

**B.A. Criminology,** University of North Carolina- Wilmington, 2008

Emergency Medical Dispatch certified, 2011

Knowledge of Computer Aided Dispatch system

Crisis Intervention Certified, 2011

Probation/Parole Basic Law Enforcement certified, (2017-2020)

Cognitive Behavioral Intervention Certified, 2017

CPR & AED Certified

Notary