

**MATTHEW JOSEPH SULLIVAN, J.D., M.S.W.**  
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**SUMMARY**

Throughout a thirty-two year career focused on preventing and resolving community issues related to crises, violence, mental health and crime. I have been a change agent, combining rigorous professional development and on-the-scene work; with individuals, families, organizations and systems to proactively enhance community safety and to improve the quality of life for all community members.

**EDUCATION**

**Juris Doctor, Cum Laude (2006)**

North Carolina Central University School of Law

**Master of Social Work (1997)**

The University of North Carolina at Chapel Hill-School of Social Work

**Bachelor of Arts, Political Science (1989)**

The University of North Carolina at Chapel Hill

**ADDITIONAL LEGAL EDUCATION**

**Police Legal Advisors Training Program (April 2007)**

United States Department of Homeland Security Federal Law Enforcement Training Center; Glynco, Georgia

**North Carolina Superior Court Mediation Training (August 2004)**

Carolina Dispute Settlement Services; Raleigh, North Carolina

**PROFESSIONAL EXPERIENCE**

**Fire Chief**

**May 2015- February 2020**

**Town of Chapel Hill**

Chapel Hill, North Carolina

Responsible for Town and Departmental leadership and oversight under the direction of the Town Manager. Participate in development and implementation of the Town's strategic vision. Ensure that departmental mission and strategies are aligned with the Town of Chapel Hill organization and are implemented efficiently and effectively.

- Oversight for an annual budget of approximately 11 million dollars, 97 personnel, five fire stations, six engine/truck companies and one heavy rescue unit.
- Develop departmental business and strategic plans.
- Supervise, coach and monitor key departmental staff to ensure consistent application of policy and procedure as well as to cultivate future departmental leadership.

**Emergency Management Coordinator**  
**Town of Chapel Hill**  
Chapel Hill, North Carolina

**May 2014 – May 2015**

Direct emergency management efforts of the Town and coordinate with mutual aid partners and related emergency preparedness agencies.

- Provide leadership in developing preparedness plans.
- Foster relationships with local mutual aid jurisdictions.
- Develop and provide instruction to various groups and Town staff.
- Assist Town departments in emergency preparedness efforts.
- Oversee the Town's Emergency Operations Center.
- Respond to emergencies and critical incidents in the community.
- Serve as a member of department's command staff.

**Interim Executive Director of Planning and Sustainability**  
**Town of Chapel Hill**  
Chapel Hill, North Carolina

**May 2013 – May 2014**

A time limited special assignment for the Town Manager. In this role I was responsible for the Inspections Division and Planning Department. I also began a reorganization of the Town's development approval process.

**Staff Legal Advisor**  
**Chapel Hill Police Department/Town of Chapel Hill**  
Chapel Hill, North Carolina

**July 2010 – May 2013**

As a member of the Chief's command staff, provided legal advice and representation to police department personnel. Work on additional municipal legal issues at the request of other Town Departments, the Town Manager or the Town Attorney.

- Respond to legal inquiries and conduct legal research.
- Routinely make presentations to a variety of constituencies including elected officials, town employees and community groups.
- Draft policy and municipal ordinance to meet and further organizational interests.
- Conduct legal updates and in-service trainings.
- Serve as lead staff to the Municipal Code Enforcement Team.
- Counsel to the Historic District Commission
- Facilitate community and organizational conversations.
- Review search warrants to ensure that they comport with legal requirements. Draft contracts, waivers, and agreements.
- Meet with individual citizens and community groups to advocate, educate and collaborate on multiple matters.
- Work closely with the District Attorney's Office and other community agencies and organizations to further departmental goals.

**Acting Police Attorney**  
**Chapel Hill Police Department**  
Chapel Hill, North Carolina

**July 2009 – March 2010**

As a member of the Chief's command staff, participated in the development of our departmental community policing plan. Provide legal advice and representation to police department personnel.

- Respond to legal inquires presented by members of the department.
- Conduct legal updates and in-service trainings.
- Serve as liaison between the department and our insurance provider.
- Review search warrants to ensure that they comport with legal requirements. Draft contracts, waivers, and agreements.
- Work closely with the District Attorney's Office and other community agencies and organizations to further departmental goals.

**Police Crisis Counselor**  
**Chapel Hill Police Department**  
Chapel Hill, North Carolina

**July 1999 – July 2010**

Returning to Department after a seven and one half year tenure as a sworn law enforcement officer, provide crisis intervention services to victims, their families and emergency response personnel. Additionally, work collaboratively internally and externally on broad range of complex issues, inform departmental policy, train law enforcement officers, and coordinate with community agencies and organizations to serve entire community through multiple innovative endeavors.

- As Certified North Carolina Criminal Justice Instructor, teach Basic Law Enforcement Training and provide departmental in-service trainings.
- Respond to critical incident scenes, perform critical incident stress management activities, and oversee coordinated human service response.
- Stabilize and assess victims of crime, and other traumas, and their families on broad range of issues including domestic violence, substance abuse, acts of terrorism, natural disaster, suicide, mental illness, sexual assault, homelessness and robbery.
- Collaborate with departmental administration and line officers to help inform and develop innovative, effective policies that affect community change including our departmental response to homelessness, Hostage and Barricade Subject Policy, and revisions to our Bloodborne Pathogen Policy.
- Conduct in-depth and ongoing community education programs.
- Teach Disaster Psychology for North Carolina Community Emergency Response Teams (CERT) in Orange and Chatham Counties
- Provide regular consultation and technical assistance to all criminal justice and human service-providing agencies.
- Serve as a hostage negotiator and on the departmental safety committee.
- As a licensed North Carolina attorney, collaborate with Police Attorney on issues including, educating officers about new developments in the law, responding to

officers' legal questions, consulting with attorneys in other governmental agencies, conducting legal research, reviewing search warrants and teaching the Law units in our Police Academy.

**Coordinator of Substance Abuse Programs**  
**The University of North Carolina at Chapel Hill**  
Chapel Hill, North Carolina

**October 1995 - August 1999**

Working within Student Health Services, coordinated extensive substance abuse prevention, intervention and treatment activities involving the integration of direct service, administration, university policy, community relations, research, budget management and fund raising.

- Developed and implemented university-wide outreach prevention curriculum including extensive programming through Athletic Department and crisis response protocol for University Counseling and Psychological Services.
- Provided classroom instruction on substance abuse in all undergraduate, graduate and professional schools.
- Represented University's substance abuse prevention plan and activities to media, state legislature and governing institutional bodies.
- Conducted research concerning extent and impact of substance abuse within university community.

**Public Safety Officer**  
**Chapel Hill Police and Fire Departments**  
Chapel Hill, North Carolina

**July 1988 - October 1995**

In tenure as a Public Safety Officer, that included recognition as Officer of the Year, I was involved in diverse professional assignments that resulted in comprehensive experience in community policing, indelible neighborhood and community agency relationships, and in-depth understanding of departmental procedures, protocol and operations. Special assignments included:

- Foot and Bike Patrol in downtown business district
- Narcotics Investigations
- Drug Abuse Resistance Education (D.A.R.E.) Officer
- Crime Prevention, Community Policing and Youth Services
- Coordinator of Daily Operations, "COP Shop," community police office located within local mall including recruiting volunteer staff.
- Supervision of community service work for youth adjudicated through criminal justice system.

## **ACADEMIC EXPERIENCE**

**Adjunct Faculty**  
**School of Social Work, UNC-Chapel Hill**  
Chapel Hill, North Carolina

**January 2003 - Present**

Provide instruction within the Masters of Social Work Curriculum in courses including Direct Social Work Practice, Human Development and Behavior, Social Work Practice in Dangerous and Sensitive Practice Situations, and Safety in the Field. Serve as Clinical and Field Supervisor to students in field placement setting throughout community. Conduct regular trainings and workshops across the state within the North Carolina Area Health Education Centers (AHEC).

**Training Coordinator/Mentor** **November 1993 - March 2006**  
**North Carolina Governor's Academy for Prevention Professionals**  
**The University of North Carolina at Chapel Hill**  
Chapel Hill, North Carolina

As Training Coordinator for nationally recognized intensive academic in-service training, provided prevention professionals across North Carolina with theoretical framework and practical skills in community-based prevention. During semi-annual trainings, responsibilities included management of day-to-day operations, instructor and participant recruitment, troubleshooting, mentor training and oversight, curriculum instruction, and program evaluation.

**Adjunct Faculty** **November 1994 to May 1999**  
**Alamance Community College**  
Graham, North Carolina

Provided instruction within Human Services and Criminal Justice Curriculum in courses including Introduction to Social Work, Community Resources for Social Workers, Juvenile Delinquency, Police and Community Relations, Probation and Parole, Corrections in America and Community Based Corrections.

#### **PROFESSIONAL AFFILIATIONS AND COMMUNITY INVOLVEMENT**

- Member of the North Carolina State Bar (also Judicial District 18 Bar)
- Past Member North Carolina Attorney General's Methamphetamine Prevention Partnership.
- South Orange Rescue Squad Board Member
- N.C. Governor's Institute on Alcohol and Substance Abuse Board of Directors
- Past Chair Orange-Chatham Criminal Justice Partnership Adult Advisory Board
- UNC-CH School of Social Work Alumni Council, President Emeritus
- Past Member Orange County Drug Treatment Court Planning Team

#### **CERTIFICATIONS AND SPECIALIZED TRAINING**

- Facilitative Leadership
- Certified North Carolina Criminal Justice Instructor
- National Incident Management Systems Training (NIMS)
- North Carolina Advanced Law Enforcement Certificate
- Federal Bureau of Investigation Advanced Hostage Negotiation
- National Drug Court Training Institute Operation of Adult Drug Treatment Courts

- Critical Incident Stress Management & Debriefing
- Implementation of Community Based Policing
- National Coalition Building Institute (NCBI) Cultural Diversity Trainer
- Police Response in Culturally Diverse Communities
- Governor's Academy for Prevention Professionals Leadership Institute
- Police First Line Supervision School

### **AWARDS AND RECOGNITION**

- 2020 Order of the Long Leaf Pine Recipient
- 2019 Chapel Hill Chamber Town Gown Award
- 2008 Chapel Hill Police Department Civilian Employee of the Year
- 2007, 2006, 2005 Dean's Recognition of Teaching Excellence, UNC-CH School of Social Work
- 2005 UNC-CH School of Social Work Distinguished Alumni Award
- 2004 Chapel Hill-Carrboro City Schools Association of Educators "Friend of Education"
- 2001 Chapel Hill Police Department Support Services Division Employee of the Year
- 1995 Chapel Hill Civitan Club Citizenship Award
- 1994 Chapel Hill Police Officer of the Year