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Office of the Mayor
Gavin Buckley, Mayor
160 Duke of Gloucester Street
Annapolis, MD 21401-2517

June 30, 2022

To: Alderpersons, City of Annapolis

From: Mayor Gavin Buckley

Re: Recreation Advisory Board Appointment

Pending your approval, I would like to appoint Mr. Jacob Lipp to the Recreation Advisory Board. Mr. Lipp is a resident of Ward 7 and this appointment fills a vacancy on the commission.

Jacob Lipp
1035 Hyde Park Drive
Annapolis MD 21403

A copy of his resume is attached. His term will expire 6/30/2025

Thank You.

GB/hrr

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|--|--------------------------------------|
| Reviewed by: <u>Economic Matters Committee</u> | |
| <input type="checkbox"/> Favorable | <input type="checkbox"/> Unfavorable |
| _____ | _____ |
| Committee Chair | Date |

Jacob Lipp

1035 Hyde Park Dr. | Annapolis, MD 21403 | 937-474-9997 | jwl89@case.edu

TS/SCI Security Clearance (active)

EDUCATION

Case Western Reserve University School of Law, Cleveland, Ohio

Juris Doctor, August 2014—May 2017

- Concentration: International Law
- Focus: National Security Law
- GPA 3.18, Dean's Honor List Fall 2017
 - Francis Lieber Nat'l Sec. Law Scholarship
 - War Crimes Prosecution Watch, Sr. Asst. Ed.
 - Journal of Int. Law, Executive Articles Editor
- International Law Society
- CALI Award, Int'l Crim. Law, Int. H. Law
- National Security Law Society

Endicott College, Beverly, Massachusetts

B.A., *cum laude*, August 2010—December 2013

- Major: Political Science
- Minor: Security Studies
- GPA 3.51, Dean's List 3 Semesters
 - Rugby Program Founder
 - Pi Sigma Alpha, Pol. Sci. Honors Society
- Global Gulls (Int'l Students Program), Mentor
- Model United Nations

EXPERIENCE

Paralegal Specialist (GS-0950-12), August 2019—Present

Military Commissions Defense Organization, Office of the Military Commissions, 1620 Defense Pentagon, Washington, D.C. 20301-1620

Supervisor: Raul Ayala Santiago, raul.a.ayalasantiago.civ@mail.mil, 757-975-7372

Full-time (~40 hours per week)

Salary: \$ 95,000

ROLE SUMMARY:

- Serve as a Paralegal Specialist with the Office of Chief Defense Counsel, Military Commissions Defense Organization on a multi-disciplinary trial team defending a detainee charged by the United States with committing war crimes.

KNOWLEDGE, SKILLS, ABILITIES, AND ACCOMPLISHMENTS:

Litigation

- Independently assessed trends in pertinent major statutory programs, precedential court decisions, and ongoing developments in military commission trial and appellate proceedings. Analyzed and reported developments to team and senior management to appraise them of changes, formulate challenges, and suggest strategic amendments to our defense plan.
- Prepared factual record of our case through analysis of intelligence, documents, and information pertaining to the conflicts in Afghanistan and Iraq. Provided senior counsel with authoritative guidance on materials via high quality presentations, papers, action plans, and other strategic work products.
- Conducted legal research and provided oral and written interpretations and strategic guidance to leadership on various constitutional, criminal, international, and national security law and policy issues. Specific issues included: conflict classification, prisoner of war status, detention and interrogation law and policy, international treaty compliance and interpretation, racial profiling, judicial bias, and Federal criminal procedure and sentencing laws.

- Mastered drafting and filing rules for each court in which our client litigated, these included: the military commission, the United States Court of Military Commission Review, the United States District Court for the District of Columbia, and the United States Court of Appeals for the District of Columbia Circuit.
- Drafted and/or reviewed all documents our team issued, ensuring their consistency with all applicable legal authorities and requirements, including: jurisdictional rules, Federal law and rules of procedure, international agreements and treaties, military and civilian ethical obligations, agency policy memoranda, and organizational best practices.
- Conducted trial/oral argument prep for litigation team; organizing materials, preparing agendas, providing summaries, analyzing documents, building action plans, mooted oral advocates in advance of litigation, and assisting in strategy discussions.
- Consulted and planned with team attorneys to draft requests for authorization of expert witnesses/consultants from academia (domestic and foreign), NGOs, the medical profession, domestic law enforcement, intelligence, the military, the media, as well as “other backgrounds” (sensitive). Initiated introductions, communications, and participated in interviews.

Research and Information Management

- Utilizing a multitude of unclassified and classified sources, conducted sensitive oral briefings and drafted accompanying written materials for management and peers on a variety of complex topics, including: judicial bias, custodial interrogations, racial bias in Federal law enforcement and the military, unlawful command influence, conflicts of interest, legality of search, seizures, and arrests, military operations and engagements in Afghanistan, Taliban military structures, Al Qaeda and Taliban terror networks, human rights violations in Afghanistan, instances of prisoner-of-war violations by the U.S. or foreign governments, U.S. and foreign military investigations of attacks in Afghanistan, Afghan politics and history, Pakistani politics and history, Iranian politics and history, Turkish politics and history, and refugee, asylum, and immigration laws and policies in Europe. The easy to understand advice, guidance and consultation I provided formed the basis for legal arguments utilized by senior management in litigation in front of judicial decision-makers.
- Developed and conducted international humanitarian law education series for team members and senior management, including the Lead Defense Counsel. Topics included: prisoner-of-war status, legal basis for the use of force, customary international law, humanitarian intervention, conflict classification, noncombatant protections, international criminal tribunals, legal restrictions on the means and methods of warfare, and detention and interrogation operations.
- Conducted trainings for team members and senior management on constitutional, national security, and military justice topics like judicial bias, racial profiling, and unlawful command influence.
- Responsible for reviewing, organizing, and analyzing hundreds of thousands of pages of unclassified and classified discovery material provided by the Government. Presented recommendations regarding the sufficiency of key pieces of evidence to senior management.
- Managed discovery database in two evidence review platforms on three separate classification levels. Used numerous information management mechanisms to conduct research and organize these sensitive materials and information.
- Trained interns and new employees to effectively utilize information management tools and open-source global affairs news and information to produce high quality papers, talking points, and similar documents to assist senior managers in the formation of defense strategy.
- Ensured proper handling of classified information to preserve vital U.S. security interests.

Special Accomplishments

- Cultivated and drafted internal memorandum that formed basis for trial team defense strategy on prison-of-war status of client, as well as other crucial international humanitarian law issues.
- Researched, investigated, and prepared numerous filings aimed at exposing past human rights abuses, rule of law violations, and transparency and accountability issues concerning the marginalized inmate population at Guantanamo Bay.

- Facilitated the filing of a 1000-page petition for writ of mandamus in the United States Court of Appeals for the District of Columbia Circuit
- Received the *Semper Gumby* Award from BGen J.G. Baker, Chief Defense Counsel of the Military Commissions Defense Organization, in recognition of my extreme flexibility to complete assignments during the pandemic, and my personal initiative to facilitate anti-discrimination discussions and the promotion of a culture of inclusiveness in the workplace.
- Completed numerous informational workshops and training events hosted by various U.S. government organizations, international organizations, NGOs, and institutional experts. One of which included the National Security Law of Armed Conflict Course conducted by the Judge Advocate General's Legal Center and School (TJAGCLS), a graduate-level division federal service academy located on the grounds of the University of Virginia in Charlottesville, Virginia.

Honors Law Clerk (Felony Unit), July 2017—August 2019

Office of the State's Attorney for Baltimore City, 120 E. Baltimore St., Baltimore, MD 21202

Supervisor: Cynthia Banks, cbanks@statorney.org, 443-984-6000

Full-time (~40 hours per week)

Salary: \$ 36,000

ROLE SUMMARY:

- Assist in felony investigations and hearings; aid in interviewing witnesses and police officers; assist attorneys with trial preparation; conduct legal research; draft search warrants, subpoenas, motions, legal memoranda, and other legal work products.

KNOWLEDGE, SKILLS, ABILITIES, AND ACCOMPLISHMENTS:

Litigation

- Worked closely with felony unit Assistant State's Attorneys, as well as local and Federal law enforcement, to plan and organize felony investigations, pre-trial proceedings, hearings, trial prep, and trials. Preparation included: interviewing witnesses and law enforcement officials; providing exemplary legal research and analysis of criminal laws, procedures, precedential court decisions, and statutes; drafting warrants, motions, and writs; and accompanying and supporting attorneys during trial.
- Draft legal documents on highly complex issues touching on controversial areas of domestic and national security law and policy like; due process issues, police misconduct, drug sentencing, juvenile detention issues, and post-conviction relief.
- Analyzed legal impact of legislative developments and carried out any mandates necessary to ensure the fair and equitable dispensation of justice, transparency, and respect for the rule of law.
- Testified over 100 times before the Grand Jury on behalf of the State's Attorney's Office regarding evidentiary sufficiency of proposed felony indictments.

Investigation and Analysis

- Conducted felony investigations of individuals and groups operating at local and national levels, utilizing a broad range of investigative techniques such as interviews, subpoenas, search warrants, electronic surveillance, record searches, financial analysis, document examination, and expert witnesses.
- Independently conducted and utilized legal research, criminal data, evidence, case information, and supplemental fact-finding to produce work products that reconstructed events, sequences, linkages and time elements, relationships, and legal liabilities for use by attorneys at all stages of trial process or in response to petitions for post-conviction relief.
- Performed investigative analysis of police body-worn camera footage and interviews; prepared oral and/or written reports detailing analysis to supervisors/senior management.
- Reviewed taped statements to evaluate legal sufficiency of signed statements or affidavits obtained by local law enforcement. Ensured fair justice by implementing Office mandate of accountability for violations.

- Analyzed sufficiency of evidence gathered by law enforcement officers to prepare and submit for judicial approval— subpoenas, warrants, writs, and motions on behalf of the State’s Attorney’s Office in furtherance of felony investigations in Baltimore City.

Information Management

- Managed high volume of discovery materials. Organized materials using information management software; timely summarizing and evaluating sufficiency of contents of case file for attorney review.

Oral/Written Communication

- Served as first point of contact for witnesses involved in felony investigations/prosecutions.
- Established contact and developed positive inter- and intra-organizational relationships with other unit attorneys, local police departments, defense counsel, judges, federal law enforcement agencies, and court officials.
- Led coordination between local and federal law enforcement to plan and implement comprehensive interagency/inter-organizational investigative strategies that included the investigation’s scope and ramifications, methods, and the procedures/techniques to be followed.
- Conducted trial prep for testifying police officers: assisting in their review of case files, preparation of testimony and visual aids, and rehashing investigation history.
- Coordinated with law enforcement in the processing and release of physical evidence for legal proceedings in accordance with established legal and regulatory guidance.
- Assisted in the organization of outreach events to demonstrate commitment to the community and listen to concerns of citizens.
- Responded positively to, and successfully managed frequent change in Felony unit staff by supporting organizational change in an optimistic and productive manner, as well as willingly accepting new priorities, procedures, and goals.
- Conducted orientation and training for incoming interns and law clerks. Ensured they met any assigned goals and deadlines; worked to develop interns professionally and assisted them with career broadening goals and opportunities.
- Prepared a wide-variety of exhibits for trial, including large visual aids, video and audio recordings, and PowerPoint presentations.

Special Accomplishments

- Drafted numerous responses to petitions for post-conviction relief. Balancing the persuasiveness of arguments, as well as their integrity.
- Reviewed and evaluated hundreds of hours of police body-worn camera footage to ensure sufficiency of evidence and propriety of police interactions.
- Developed outstanding relationships with judicial and court administrative officials.
- Ensured Office transparency and accountability for marginalized populations by investigating complaints of witness and suspect intimidation and assessed their validity by conducting research and reviewing video recordings and interviews; worked with attorney to determine most appropriate prosecutorial response.

Extern, January 2017—May 2017

Public International Law and Policy Group (PILPG), Washington, D.C.

Supervisor: Dr. Paul Williams, pwilliams@pilpg.org

Full-time (~40 hours per week)

ROLE SUMMARY:

Extern at global *pro-bono* law firm that provides free legal assistance to parties involved in peace negotiations, drafting post-conflict constitutions, and war crimes prosecution/transitional justice. I was assigned to support the Syria and Tanzania teams.

KNOWLEDGE, SKILLS, AND ABILITIES:

Human Rights Advocacy

- Monitored and responded to the political, economic, social, and other developments and trends in assigned areas (Syria and Tanzania) to gauge effectiveness of/facilitate efforts to implement foreign assistance programs, transitional justice initiatives, and peace negotiations facilitated by PILPG.

Research Management and Analysis

- Utilized a variety of sources and materials in research, including, but not limited to: policy documents, diplomatic communication, foreign government documents, U.S. government documents, academic papers, conferences/symposia documents, interviews, press/public media statements/articles, investigative reports, intelligence reports, books and journal articles, unpublished correspondence, internet search results, and georeferenced data.
- Investigated, analyzed, and evaluated evidence and data concerning violations of international criminal law and human rights committed by individuals and armed groups engaged in the Syrian conflict. Organized findings to produce comprehensive reports utilized by PILPG's various clients in Syria, as well as PILPG's U.S. based partners.

Oral/Written Communication

- Prepared and presented numerous briefings and papers to a diverse audience on complex foreign policy/national security material regarding country, region-specific, or thematic issues and problems dealing with peace processes, democratic governance, and respect for human rights.
- Provided informational and policy planning consultation through weekly political updates on Syrian conflict and peace process to PILPG's internal and external Syria teams/partners. To encourage empathetic advocacy and deliberation in our partner's resolution proposals, the updates also included information on how the conflict was impacting marginalized populations in the region, calling attention to the rampant violations of human rights and fundamental freedoms by the various parties to the conflict.
- Drafted various work products for and liaised with PILPG's clients involved in the peace negotiations in Syria. Drafted memoranda on post-conflict accountability practices, the influence of the Syrian Kurds in the Syrian Civil War, and a report that analyzed the best practices for civil society organizations to employ during peace negotiations.
- Drafted memorandums and reports for PILPG's NGO and foreign government partners in Tanzania. Compiled a comparative study that highlighted best practices used to counter violent extremism/domestic terrorism. Also drafted an in-depth analysis of the Tanzanian justice system, which proposed processes to ensure free and fair election of justices—a critical component to promoting public confidence in the criminal justice system and reducing violent extremism.
- Worked with NGO and foreign partners in Syria to advocate policies that advanced civilian casualty prevention, transitional justice, security, and human rights.
- Liaised with NGO and foreign government partners in Tanzania to promote counterterrorism capacity building efforts in the form of judicial reform and human rights mandates.
- Prepared speaking notes for PILPG chief executive in anticipation of an international humanitarian law conference attended by representatives from NGOs and international organizations, academia, and the public.

Teaching Assistant, PHIL 317/417, "War and Morality", August 2016—May 2017

Case Western Reserve University, 10900 Euclid Ave., Cleveland, Ohio 44106

Supervisor: Dr. Shannon French, 216-368-2579

Part-time

Salary: \$2000 a month

DUTIES AND ACCOMPLISHMENTS:

- Assisted in the development of core course materials and class objectives, including; the syllabus, midterm, and final.

- Provided international law perspective on issues discussed in class.
- Graded exams, maintained online class management system, and functioned as the class writing tutor and overall mentor for students struggling to grasp concepts or effectively organize their work products.
- Was the primary instructor for classes on European Just War Theory, Just and Unjust War in Hindu Philosophy, the Ethical Constraints of Professional Combatants, Noncombatant Immunity, the My Lai Massacre, and Combatant Psychology.
- Identified students struggling with concepts or workload and helped them develop remedial strategies and organizational tools.

Intern, May—August 2016

National War College, 300 D St., Washington, DC 20319

Supervisor: Marcy Dupalo, 202-685-3674

Full-time (~40 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Aided the Research Team in developing the core curriculum at the National War College.
- Conducted rigorous academic research, analysis and writing to assist in the development of core courses and electives on a variety of topics concerning national security, foreign policy, and strategic leadership.
- Analyzed complex materials to produce high quality teaching notes, frameworks, and reading lists to illuminate key international issues and security concepts for faculty to use in the classroom. The curriculum emphasized the interagency perspective and global collaborative effort that goes into protecting U.S. national security.
- Served as point of contact for faculty curriculum research requests; received praise for prompt and thorough responses.
- Chosen to be a consultant/editor for an academic publication written by a faculty member. See article by Col Adam Oler, "*The Looming Demise of the ICC's Complementarity Principle: Israel, U.S. Interests, and the Court's Future.*" Col. Oler thanked me in the first footnote for "substantial generous assistance in finalizing this article."

Law Clerk, May—August 2015

The United States Attorney's Office, Northern District of Ohio, 801 W Superior Ave., #400, Cleveland, OH 44113

Supervisor: Dan Riedl, 216-622-3600

Full-time (~40 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Worked with Assistant U.S. Attorneys in the prosecution and defense of federal criminal and civil cases.
- Researched and wrote motions for pending federal cases; researched legal issues for indictments and investigations; assembled exhibits for trial; observed hearings and trials of cases.
- Drafted memoranda, motions, and briefs on both federal criminal and civil law topics, including drug and firearms trafficking, terrorism, national security, arms smuggling, child exploitation, criminal forfeitures, the False Claims Act, and civil forfeitures.
- Prepared a memorandum and presentation for the Anti-Terrorism Advisory Council (an inter-agency working group of state and federal law enforcement personnel) on how recent developments in Fourth Amendment law will impact the use of UAVs and other advanced surveillance techniques utilized by law enforcement to identify, locate, investigate, and arrest criminal suspects.
- Reviewed and analyzed contracts and business records.

Counselor, February—August 2014

YMCA, 4 Valente Dr, Westborough, MA 01581

Supervisor: Greg Ory, 508-870-1320

Part-time (~30 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Camp counselor at YMCA after-school program and summer camp, ages 7-11.
- Lead counselor of a group consisting of about 20-30 children and 2-3 co-counselors.
- Supervised various camp activities, including camp songs, archery, sports, arts and crafts, swimming, nature exploration/field trips, and rock-wall experience.
- Trained junior counselors on how to effectively calm distressed children.
- Provided training to junior counselors on how to react to missing children and other emergency situations.

Intern, June—August 2013

Massachusetts Emergency Management Agency (MEMA), 400 Worcester Road (Route 9 East), Framingham, MA 01702-5399

Supervisor: Mike Russas, 508-820-2018

Full-time (~40 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Supported the Response and Field Services division of MEMA, the state agency charged with ensuring Massachusetts is prepared to withstand, respond to, and recover from emergencies and disasters.
- Secured partnerships with senior corporate officials, private industry providers, professional organizations, and local small businesses to provide resources necessary for effective emergency response.
- Created a comprehensive resource directory that identified all MEMA resource providers, their contact information, resources provided, and quantity of resources.
- Prepared key resource status presentations for MEMA Director, detailing the inventory status of a variety of essential resource types (ex. heavy equipment, temporary lodging, food) in order to evaluate and analyze whether current supply met potential future demand.
- Worked in collaboration with other local and federal agencies and emergency responders to develop response plans and conduct training exercises to ensure the protection and viability of the State's critical infrastructure.

Intern, January 2012

Joint Terror Task Force (JTTF) and State Police, Logan Airport, 2 Service Rd., East Boston, MA 02128

Supervisor: Sgt. Tim Donnelly, 617-568-7300

Full-time (~40 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Supported the JTTF's mission to conduct counter-terrorism investigations and share information and intelligence with local law enforcement and federal national security agencies.
- Participated in inter-/multi-agency and foreign government partner dialog/liaison to plan and implement projects to meet counterterrorism/national security capacity building efforts at Logan Airport.
- Engaged in the operations of the JTTF, TSA, CBP, Hackney, Bomb Squad, VIP escort, and Aviation Ops.
- Assisted in State police investigations of illegal hackney (taxi) operations; conducting witness interviews, searches, and interrogations.

Intern, January 2011

Congressman James McGovern's Office, 12 E. Worcester St #1, Worcester, MA 01604

Supervisor: Congressman James McGovern, 617-568-7300

Full-time (~40 hours per week)

DUTIES AND ACCOMPLISHMENTS:

- Served as first key point of contact for constituents, conducting an initial evaluation and providing direction.
- Helped foreign-born constituents navigate the immigration process.
- Managed and organized the Congressman's schedule.
- Extensively researched arms control and human rights mandates surrounding the use of cluster munitions. Presented results to Congressman McGovern, who was a strong advocate for policy change in Congress.

LANGUAGES

French, Chinese, Arabic (All Limited Aptitude)

ASSOCIATIONS

American Red Cross (SAF), IHL Instructor (2019-Present)

- Qualified instructor to teach classes on the fundamental principles of IHL.
- Member of Red Cross emblem protection team.

International Society for Military Law and the Law of War, Member (2020-Present)

ACCREDITATIONS & TRAININGS

- Member of Washington, D.C. Bar (ID: 1620184)
- **Certificate of Completion**, 69th National Security Law of Armed Conflict Course, The Judge Advocate General's Legal Center and School (TJAGCLS), Charlottesville, VA (Mar. 2020)
- **Certificate of Completion**, Advanced Legal Writing and Editing, LawProse
- **Certificate of Completion**, Even War Has Rules Course, American Red Cross
- **Certificate of Attendance**, Law & Technology Series: Techniques in Electronic Case Management, Administrative Office of the US Courts (2020)
- The Duty of Zealous Ethical Representation and the ABA Guidelines (Feb. 2020)
- Rethink Media Training (Oct. 2019)
- Long Before Nuremberg: Islamic Law of Armed Conflict (self-paced, summer 2020)
- CaseMap 14 Training, LexisNexis (Feb. 2020)
- Antiterrorism Level 1 Awareness – Instructor Led by PFPA (2021)
- Records Management Training for Everyone (2021)
- WHS No FEAR Act Online Course (2021)
- OSD/WHS Privacy Act Training (2021)
- OSD CDSE Counterintelligence Awareness & Reporting (2021)
- Combating Trafficking in Persons (CTIP) General Awareness Web-based Training (2020)
- CDSE Insider Threat Awareness Training (2020)
- DOD 2019 – Cyber Awareness Challenge (2019)

AWARDS

- Team Nashwan Civilian of the Quarter for the 1st Quarter of 2020 (#1/10)
- Team Nashwan Civilian of the Quarter for the 2nd Quarter of 2020 (#1/10)
- *Semper Gumby* Award, Military Commissions Defense Organization (2020)
- Coach's Award, Rugby (2012)