

Robert Smith

Correctional Officer Sergeant II

PERSONAL STATEMENT

This Correctional Officer Sergeant position will provide safety and security within an adult correctional facility and direct the activities of staff and supervise inmates.

WORK EXPERIENCE

Correctional Officer Sergeant II

ABC Corporation - June 1984 - October 2012

Responsibilities:

- Assigned as Inmate Property Sergeant and Recorder for the institutional search team.
- Assigned all duties in a correctional setting to ensure the care, custody, and control of inmates.
- Assigned to the Office and later to Assistant Warden of Operations and Assistant Warden of Programs Offices on special assignment.
- Managed offices and dealt with matters of a confidential nature.
- Performed all office-related duties and maintained monthly reports.
- Worked closely with all department heads within the institution and outside agencies including Wardens, Human Resources Office.
- Assigned to Institutional Inspector Generals Office.

Correctional Officer Sergeant

Delta Corporation - 1980 - 1984

Responsibilities:

- Oversee inmates in preparing and serving food Oversee visits with inmates and search visitors for contraband Stand watch in buildings, towers and.
- Answer phone calls regarding institutional and departmental inquiries.
- Prepare necessary audit paperwork for Florida Security Standards.
- Conducted periodic patrols of quarters and work areas and initiate counts of inmates at regular and irregular intervals; Counseled with inmates.
- Overall accountability, health and safety of inmates on a day to day basis, such as - Client Monitoring - Client Transport - Client Accountability -.
- Oversee the daily operations of my assigned housing units.
- Ensure proper policy and procedures are used in daily operations.

Education

Law - (New River Community College - Dublin, VA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Typing, Computer,
Instructor, Report
Writing, Investigations,
Office Management,
Supervise Inmates And
Staff, DOC Software.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)