

ROBERT SMITH

Associate Correctional Lieutenant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Corrections Professional with strong background in management, supervision, training. Corrections Professional skilled at identifying and documenting cases of potential security and safety hazards. Resourceful and dedicated manager with motivational leadership, training and employee supervision experience. 35 years in corrections and law enforcement. Self motivated, reliable with a high degree of integrity and honesty. Fast learner, intelligent with excellent observational skills.

CORE COMPETENCIES

Law Enforcement, Spec. Emergency Response Team.

PROFESSIONAL EXPERIENCE

Associate Correctional Lieutenant

ABC Corporation - May 1985 – May 2001

Key Deliverables:

- Responded to calls in both routine and emergency situations.
- Maintained accurate and detailed logs of all events that occurred during each shift.
- Processed and logged accurate and detailed incident reports.
- Investigated all security and safety violations.
- Responded quickly and effectively to all security violations and duress alarms.
- Maintained the custody and control of inmates housed in maximum security unit.
- Directed the activities of inmate crews working on maintenance.

Correctional Lieutenant

Delta Corporation - 1984 – 1985

Key Deliverables:

- Kenneth Starks/ Shift Captain 870-850-8899 Supervised inmate and make that they are accounted for by doing security checks every thirty minutes.
- Supervise twelve correctional officers and two sergeants.
- Supervised adult male offenders, conducted investigations, wrote reports, conducted audits, recorded time for 230 employees, ordered supplies/forms.
- Retired from the Maryland Department of Public Safety and Correctional Services.
- Provided Leadership and guidance while cultivating a mentor-mentee relationship with Correctional Sergeants and Correctional Officers assigned to .
- Recently retired.
- Have a multitude of experience in corrections at Avenal, Valley State, CSATF, and Corcoran State Prison.

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EDUCATION

Pre Service Correctional Officer - November 1979(St Xavier College - Chicago, IL)

