

Corrections Deputy

ROBERT SMITH

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Objective

Professional with expertise in residential counseling, inmate counseling, juvenile counseling, community relations, customer relations and program coordination. Background includes working in non profit organizations, correctional settings as well as government assisted programs.

Skills

Sales, Customer Service, Excel, Inventory, Team Building.

Work Experience

Corrections Deputy

ABC Corporation - September 1991 - September 2006

- Conduct headcounts to ensure that each prisoner is present.
- Monitor the conduct of prisoners in the housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
- Inspect conditions of locks, window bars, grills, doors, and gates at correctional facilities to ensure security and help prevent escapes.
- Record information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities.
- Search prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.
- Use weapons, handcuffs, and physical force to maintain discipline and order among prisoners.
- Inspect mail for the presence of contraband.

Corrections Deputy

Delta Corporation - 1989 - 1991

- Documented and recorded information, supervised inmate work crew, managed housing modules, and maintained facility schedule associated with daily.
- Responsible was to provide the care, custody, and control of individuals who have been arrested.
- Served as the central booking deputy clerk, where I assumed the responsibilities of processing numerous files pertaining to employees.
- Directed phone calls to the appropriate party as well as conducted over the phone investigations.
- Provided care, custody, and supervision of male inmates.
- Interviewed residents and wrote referrals to address requests.
- Created reports and maintained logs of daily activities.

Education

Law - (HILLTOP HIGH SCHOOL - Chula Vista, CA)