

Robert Smith

Sr. Detention Service Officer

PERSONAL STATEMENT

Performs functions in accordance with established regulations and procedures.

WORK EXPERIENCE

Sr. Detention Service Officer **ABC Corporation - 1997 - 2011**

Responsibilities:

- Maintains log of relevant activities.
- Provides public with information relative to individuals incarcerated and/or facility policy and procedure.
- Inventories tools of personnel entering the facility to work.
- Receives and releases authorized property for inmates.
- Issues keys to security staff.
- Ensures data concerning inmates is accurately compiled, i.e., moves are annotated, counts are recorded, etc.
- Operates computer terminal.

Detention Service Officer **Delta Corporation - 2006 - 2010**

Responsibilities:

- The job Duties of a Detention Service Officer include, but are not limited to conducting routine searches .
- Supervisor Sgt.
- T Rivera (2149625818) Okay to contact this Supervisor Yes Richardson Independent School District 10330 Bunchberry Dr Dallas, TX 75243 United States.
- Responsible for all jail operations including booking and processing prisoners (the Department uses a computer program called VisionJail), .
- Conducting routine searches Monitoring inmates behavior Perform life safety drills Training new employees.
- Care, custody and control of Dallas County inmates.
- Protected and supervised inmates housed in the Dallas County Jail.

Education

Medical Billing and Coding - 2014(Penn Foster College)

CONTACT DETAILS

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

SKILLS

Management,
Organizing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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