

Objective

To assist and cooperate with other law enforcement agencies in investigations and arrests; maintains departmental files and records

Skills

Microsoft Office, Public Relations.

Work Experience

Deputy Jailer/Coordinator

ABC Corporation - December 2011 – November 2013

- Maintained the security of rehabilitation institutions.
- Oversaw inmates until released.
- Received and booked detainees by performing such tasks as fingerprinting, photographing, issuing uniforms and assigning jail cells.
- Collected and inventoried all inmates property at the time of booking.
- Verified all inmates are accounted for during security checks.
- Placed inmates in assigned jail cells and removed them for transportation.
- Supervised inmates during in-house activities such as booking, meals, work, recreation, and visits.

Deputy Jailer

Delta Corporation - 2008 – 2011

- Responsible for overseeing inmates Security checks Processing inmates Shakedowns Fingerprinting Presenting myself in a professional manner .
- Worked as a Deputy Jailer in a detention center that houses state and local inmates.
- My job duties included processing new inmates, cell inspection, and ensuring a safe, orderly environment.
- ANSWER PHONES, BOOK INMATES, TAKE INMATES TO COURT, DR VISITS, CHECK MAIL, DO CELL SEARCHES, STRIP SEARCH INCOMING FEMALE INMATES, WORK THE CONTROL .
- Monitored 24 inmates Prepared medications daily Maintained cleanliness throughout the facility.
- Member of the Reedsburg Lions Club Youth soccer coach for 8 years Certified as a Wisconsin Jailer Certified in the use of a Taser Certified in CPR .
- Guarded inmates in transit between jail, courtroom, prison, and in county jail in accordance with established regulations and procedures.

Education

Diploma/GED in Required Studies - 1988(Elkhart Memorial High School - Elkhart, IN)