

ROBERT SMITH

Deputy Jailer

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To provide supervision, care and correctional treatment of inmates and guidance to lower-graded Correctional Officers. The incumbent is concerned with the maintenance of institution security contributing to the health and welfare of the inmates and the promotion of good public relations.

DECEMBER 2002 - APRIL 2004

DEPUTY JAILER - ABC CORPORATION

- Received and booked detainees by performing such tasks as issuing uniforms and assigning jail cells.
- Collected and inventoried all inmate property at booking.
- Completed and maintained all arrest and booking reports.
- Assigned prisoners to the proper level of confinement.
- Verified all prisoners were accounted for.
- Supervised inmates during in-house activities such as bookings, meals, work, recreation, exercise and visits.
- Followed all procedures covering inmate security, classification, care and discipline.

1997 - 2002

DEPUTY JAILER - DELTA CORPORATION

- Maintained safety and security of facility and inmates Performed inspections of facility and the individuals housed Transported inmates Safety .
- Successfully handled all problems within the pod as a pod officer. Served meals to prisoners.
- Provided and obtained medical aid if needed o Supervised thirty to forty inmates o Trained in direct supervision o Maintain the rules, regulations .
- Maintain security of the facility and inmates.
- Filled out reports, took care of inmates.
- Skills Used Computer phones.
- Maintain security, and manage inmates in the jail.

EDUCATION

Real Estate Appraiser - 2015(Stratford Career Institute - Home Based)

SKILLS

Communications, Customer Service, Troubleshooting, Accounting, Operations, Supervising, Bookkeeping, Notary Public.