

## Objective

Correctional Officer Sergeant is responsible for work involving the supervision of offenders in a correctional facility.

## Skills

Filing, Excellent Oral And Written Communications, MS Office.

## Work Experience

### Correctional Officer Sergeant III

**ABC Corporation** - June 1995 – February 2009

- Supervised Officers and Staff to ensure these duties are performed.
- Built and maintained appropriate rapport with inmates.
- Defused disruptive behavior by verbal interventions.
- Controlled disruptive behavior by appropriate verbal orders and appropriate use of physical force.
- Secured inmates property, properly storing and returning appropriate items upon release.
- Reviewed logs and reported from previous shift; maintained knowledge of inmate population and cell assignments; completed activity logs and reported.
- Observed inmates demeanor to determine mental state and the possible need for treatment and closer observation; counseled inmates.

### Correctional Officer Sergeant

**Delta Corporation** - 1992 – 1995

- Supervised inmates and correctional officers, conducted searches of inmates property, housing areas, person, staff, and all surrounding areas.
- Sergeant of the month Skills Used Communications skills, first responder skills.
- Supervised inmates, correctional officers, and staff members supervised inmates assigned to the school, conducted security checks every thirty minutes.
- Temporary work assignment in Cuba Skills Used Communication skills, 2-way radio, defensive tactic skills, first responder skill, etc.
- Ensured that all policies and procedures were followed by offenders and correctional officers that were assigned to me.
- Monitor offenders housed on the Home Monitoring Program through home visits Return offenders back to custody that violates rules of the Home.
- Supervision of correctional officers who were charged with providing care, custody, and control of state prisoners in a state correctional facility.

## Education

Bachelor's in Arts - 1987(North Country Union High School - Newport, VT)