

# ROBERT SMITH

## Assistant Correctional Lieutenant

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Supervised, counseled and mentored staff on their job performance and expectations. Check ID's of authorized personnel coming/leaving facility Maintain cell records, shift switch files, activity logs and other miscellaneous prison .

**2013 - 2020**

### **ASSISTANT CORRECTIONAL LIEUTENANT - DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**

- Instructed and supervised Correctional Sergeants and officers.
- Enforced institutional policies to maintain safety and security for the care and supervision of adult inmates, staff and the public.
- Directed physical facility security and rounds.
- Conducted background checks of visitors.
- Detected security breach by visitors, staff and or inmates.
- Directed supervision of staff members in the Booking Warrant unit.
- Performed disciplinary actions as needed.

**2005 - 2010**

### **CORRECTIONAL LIEUTENANT - DELTA CORPORATION**

- Duties- Inspect and brief shift personnel during shift line up.
- Ensure the accountability of inmates, staff and equipment.
- Ensure the monthly shift schedule is completed.
- Conduct at least two daily inspections of the institution.
- Ensure the sergeants under my supervision perform their daily responsibilities.
- Ensure that adequate supervision is provided for the daily feeding.
- This is Dummy Description data, Replace with job description relevant to your current role.

## **EDUCATION**

Bachelors of Science in Criminal Justice - (Coppin State University - Baltimore, MD)

## **SKILLS**

Microsoft Excel, Microsoft Word,.