

Robert Smith

Associate Deputy Jailer

PERSONAL STATEMENT

Over 11 years of experience, including as a CSR, as a Supervisor and as a Deputy Jailer in industries including Stores, Accounting, Research, Management, and Related Services and General Government, Except Finance.

WORK EXPERIENCE

Associate Deputy Jailer

ABC Corporation - December 2009 - August 2011

Responsibilities:

- Conducted headcounts to ensure that each prisoner is present.
- Monitored the conduct of prisoners in the housing unit, or during work or recreational activities, according to established policies, regulations, and procedures, to prevent escape or violence.
- Inspected conditions of locks, window bars, grilles, doors, and gates at correctional facilities to ensure security and help prevent escapes.
- Recorded information, such as prisoner identification, charges, and incidences of inmate disturbance, and keep daily logs of prisoner activities.
- Searched prisoners and vehicles and conduct shakedowns of cells for valuables and contraband, such as weapons or drugs.
- Used weapons, handcuffs, and physical force to maintain discipline and order among prisoners.
- Maintained records of prisoners identification and charges.

Deputy Jailer

Delta Corporation - 2004 - 2009

Responsibilities:

- Duties included at jailer duties as assigned by Sheriff.
- Watch inmates, transport prisoners, control locks and doors, work with computers.
- Skills Used Had to learn fast, half to work with the public, work long shifts.
- Served active duty United States Marine Corps Active duty with United States, Affiliation Uniform Services Agency, Department of Army Deputy Jailer .
- Oversee inmates, take property from public, add money to inmates account, responsible for inmate state pay.
- Supervise inmates, security searches, booking officer, releasing inmates, processing bond information and setting up court dates Skills Used control, .
- Worked in jail keeping order as well as a multitude of other tasks, such as being in charge of feeding, cell searches, etc.

CONTACT DETAILS

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

SKILLS

Mental Health Tech, Prior Service, Deputy Jailer.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Diploma in General Studies - (Whitley County School)