

ROBERT SMITH

Jr. Corrections Deputy

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SUMMARY

Able to effectively interact with a diverse population including, but not limited to, inmates, arresting officers, probation staff, and administrative support staff is key. Possess a knowledge of Custody division programs, policies and procedures.

SKILLS

Spanish Linguist, 70wpm Typist, Inventory Managment, Research, Phone/Radio Protocol, Computer .

WORK EXPERIENCE

Jr. Corrections Deputy

ABC Corporation - April 2005 – January 2010

- Investigate, locate and return missing property.
- Developed a computerized system for tracking bulk and lost and found property.
- Keep all relevant computer and physical records up to date and available for the staff and investigatory teams as needed.
- Developed institution policy and procedure for the property room in accordance with Louisiana Revised Statutes.
- Perform daily, weekly and monthly inventory and record.
- Correctly dispose of hazardous biological contaminants as needed, and reported or pressed charges if applicable, of any contraband in accordance with Statutes.
- Interface with inmates on behalf of the Assistant Warden as needed to solve problems inherent in the daily routine of a penal institution.

Corrections Deputy

Delta Corporation - 2003 – 2005

- Supervisor Sheriff Lamar Glover (Retired) Personnel Director Steve Flemister Telephone 334-677-4882 Duties maintaining the security of the jail.
- Supervise inmates in housing units and those segregated for administrative or punitive measures Maintain control.
- Facility Security, Community Safety.
- Monitor Camera for suspicious activity Perimeter Security Logging information/Maintaining hourly and nightly logs.
- Monitored daily activities of inmates -filled out logs and reports of activities -the Ensured area was clean -ensured the security of the area -conducted.
- This is Dummy Description data, Replace with job description relevant to your current role.
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SCHOLASTICS

- Law - (Lowe's Learning Center - Leesville, LA)