

ROBERT SMITH

Jr. Correctional Lieutenant

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Screened state inmate files from other facilities to fill vacancies within the new jail. Evaluated programs to assess effectiveness against agency goals and objectives.

SKILLS

Microsoft Office, Power Point, Microsoft Excel.

WORK EXPERIENCE

Jr. Correctional Lieutenant

Kentucky State Reformatory - Lagrange, KY - March 2015 – 2015

- Maintained the custody and control of inmates housed in maximum security unit.
- Responsible for making decisions in regards to Inmate sentencing within the institution.
- Responsible for safety and training of Correctional Officers and Correctional Sergeants.
- Responsible for processing all documentation in a timely manner.
- Responsible for conducting unannounced rounds of the institution.
- Supervised and directed juvenile movement during various activities on and off campus.
- Responsible for conducting investigations involving inmates and staff.

Correctional Lieutenant

Delta Corporation - 2010 – 2015

- Supervised staff, writing reports, ensuring safety of the prison Accomplishments Promoted from officer to sergeant than the last 12 years as .
- Supervised staff by interviewing, recommending hire/fire, and assigned and reviewed job assignments, and evaluated the performance of incumbents.
- Prepared and maintained reports concerning inmate disturbances and injuries, including disciplinary actions, and counseled inmates with problems.
- Supervised movement and daily activities of inmates including meals and work schedules, verified inmate count, and ensured that inmates were .
- Supervise 1500 inmates and 100 employees Conduct training for all employees including tracking of training records Arbitrate prisoners disputes and .
- Supervises and participate in the maintenance of discipline, order, security, and housekeeping of assigned facility Prepares and maintains daily log, .
- This is Dummy Description data, Replace with job description relevant to your current role.

SCHOLASTICS

- Bachelor of Science in Criminal Justice Administration - (DeVry University - Phoenix, AZ)