

ROBERT SMITH

Jr. Correctional Officer Sergeant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dependable, enthusiastic worker, seeking a full time Correctional Officer Sergeant position in a company to utilise skills and gain further experience while enhancing the company's productivity and reputation.

CORE COMPETENCIES

Instructing, Systems Analysis.

PROFESSIONAL EXPERIENCE

Jr. Correctional Officer Sergeant

ABC Corporation - June 2003 – July 2009

Key Deliverables:

- Included supervision of inmates and staff and ensuring all inmates received showers, food, recreation, and correspondence.
- Coordinated all medical, mental health and dental appointments, inmate moves, property inventories, and visiting for my unit.
- Ensured Officers maintained proper key/tool control, provided guidance, training, and direction to staff to ensure that all policies, procedures and post orders were adhered to.
- Assisted staff in escorting inmates to their destination.
- Dealt with irate and hostile inmates to include inmates with mental health issues; make recommendations as deemed appropriate.
- Responsible for controlling contraband, inmate movement, issuing misconduct reports, maintaining security logs, respond to emergencies and dispatching.
- Ensured inmate accountability, conduct unit checks, formal counts, cell searches, strip searches and provide for public safety through perimeter patrol.

Correctional Officer Sergeant

Delta Corporation - 2000 – 2003

Key Deliverables:

- Supervise and manage the daily activities of inmates and officers and maintain the safety and security of the facility.
- Gain both knowledge and experience in supervision and was able to implement that knowledge.
- Data entry CCTV Patrols Transport Report writing Escorts Searches Skills Used Knowledge of law enforcement.
- Trained And accredited with the department of corrections, state of Louisiana.
- Supervised and monitored medium to maximum security incarcerated population.
- Provided security and a positive outlook for offenders preparing for civil society.
- Retired to work with my family business.

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EDUCATION

- Bachelor's in Arts- December 1996(New Mexico Department of Correction Academy - Santa Fe, NM)