

ROBERT SMITH

Sr. Corrections Sergeant

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SUMMARY

Responsibilities of this position include first line supervision of Deputies and civilian employees including coordination, scheduling and administrative support of shift, section or unit activities; resource management; and response to field situations as an incident commander. Additionally, Sergeants may be assigned to serve in a leadership position within a contract city.

SKILLS

Microsoft Office, Xjail, Office Equipment, Electronic Medical Records.

WORK EXPERIENCE

Sr. Corrections Sergeant

ABC Corporation - October 2006 – September 2010

- Takes, receives, or checks periodic inmate counts.
- Supervises assigned personnel; ensure that assigned personnel are in compliance with policies, procedures, rules and regulations; Review Deputy's written reports;
- Schedules work assignments, vacations, time off, training, etc. for assigned personnel; adjust schedules for last minute changes/availability of personnel; assign, approve, monitor, and post overtime;
- Provides coordination and administrative support in supervision of shift, section or unit activities; make sure that individuals and teams have the resources needed to complete the job;
- Motivates assigned personnel and encourage creative approaches to problem solving;
- Provides technical instruction in the proper methods, techniques, and procedures of law enforcement operations for individuals and/or teams;
- Conducts formal and informal counseling sessions with individuals in order to correct work deficiencies and develop work skills;

Corrections Sergeant

Delta Corporation - 2002 – 2006

- Custody and control of male incarcerated inmates in a minimum security facility.
- Responsible for shaking down inmates and belongings; Worked in various areas of the prison such as the canteen, wardens office and administrative .
- Skills Used Administrative support; firearms, custody and control, people skills.
- Care custody control of inmates.
- Supervises offenders in Penal Institution.
- Custody and Control of Youth Offenders In their daily activities school, recreation, meals, showers, infirmary, hospital and court trips, etc.
- DUTIES INCLUDE Sergeant-2nd Shift Supervisor -A direct designee of facility administration; Responsible for the safety, security, supervision and .

SCHOLASTICS

- bachelor's in Arts- April 2014(University of Tennessee - Knoxville, TN)