

Robert Smith

Detention Service Officer

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SUMMARY

Experienced and goal-oriented professional with a record of accomplishment of consistently meeting and exceeding expectations. Extensive knowledge of groups and individual counseling techniques. Ability to acquire and evaluate required information effectively from prisoners. Ability to handle variety of individuals.

SKILLS

Correctional Officer, Detention Officer, Loan Processor, Mail Processor.

WORK EXPERIENCE

Detention Service Officer

ABC Corporation - July 2010 – January 2015

- Had to meet with the Sgts, Lts, and sometimes Captains in regards to the new officers behavior.
- Had to do weekly evaluations, and go over them with the supervisors and trainees.
- Worked closely with lawyers trying to interview clients, pick up mail, escort inmates, guard inmates, monitor inmates while they receive medical attention.
- Reported if inmates get in altercations, or injure themselves.
- Cleared paperwork that accounted for each inmate.
- Prepared a Midnight Count that accounted for each inmate on the floor.
- Ensured inmates paperwork was accurate, and that all inmates were in their correct housing location.

Detention Service Officer

Delta Corporation - 2006 – 2010

- Care, custody and control of inmates, assist medical staff, cleaning and feeding on designated floor.
- Dispatching call transferring calls to appropriate locations. Responsible for receiving and screening walk-in visitors, addressing their needs or .
- Receives and handles phone calls in a professional and courteous manner, screening and directing calls appropriately.
- Handcuffs and remove specified inmates from holdover and escorts inmates to and from arraignment.
- Maintain filing system, promoting efficient and effective operations.
- I conduct routine searches of inmates and their property; administrative responsibilities of report writing and record keeping which includes .
- Worked in control center also did paper work for inmates, escorted inmates to and from hospital and court...

EDUCATION

Bachelor's- 2004(Cedar Hill High School - Cedar Hill, TX)