

ROBERT SMITH

Asst. Corrections Sergeant

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Provides first line supervision to Corrections Officers and Corrections Officer Trainees in an institutional setting. Supervises and monitors staff on assigned shift to ensure a safe and secure environment.

APRIL 1990 - JUNE 2010

ASST. CORRECTIONS SERGEANT - ABC CORPORATION

- Supervised Booking Officers and Booking Technicians.
- Reviewed all paperwork, photographs and fingerprints before they are forwarded to the Records Section or other agencies Monitoring movement in and out of the facility assuring that inmates are transported in a timely manner to court or Appointments Ensure all paperwork is complete and accurate for the intake and releasing of inmates Respond to emergency situations in the facility.
- Supervised officers in both indirect and direct supervision housing areas Handle grievances / problems that arise with inmates or officers.
- Performed searches and shakedowns in the entire facility.
- Wrote evaluations and reprimands Community Corrections Sergeant Supervised Officers that worked in the Community Corrections Facility Ensured that Inmates both Work Release and Community Inmate Workforce are at their assigned jobs.
- Assisted Inmates with finding employment.
- Performed job checks on inmates at their place of employment.

1989 - 1990

CORRECTIONS SERGEANT - DELTA CORPORATION

- Answered alarms and investigated disturbances Supervised staff and offenders.
- Supervise and direct corrections officers in following set department policy and procedures.
- Oversee the care, custody, and health of inmates; to book, process and supervise inmates.
- Communicate and coordinate transports with the courts and various agencies.
- Perform related duties as required.
- Hours per week Johnathan Nelson, Juvenile Corrections Manager (928) 475-4060 In addition to the duties of a Juvenile Corrections Officer Supervised.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques; supervise the preparation and/or.

EDUCATION

General Education - August 1979 (James Wood High School - Winchester, VA)

SKILLS

MS Office, Management.