

# Corrections Sergeant

# ROBERT SMITH

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## Objective

Worked in Corrections Sergeant for over 14 years, advanced to Sergeant, which is a management position. Supervise a living unit with 6 officers and 275 offenders.

## Skills

Self Defense Instructor, Chemical Irritant Instructor.

## Work Experience

### Corrections Sergeant

**ABC Corporation** - November 2001 - February 2016

- Supervises offenders in their daily routine.
- Posts orders are given in all areas to ensure the smooth function of that area.
- Follows to ensure the maximum efficiency for staff and compliance to state guidelines and policies.
- Ensures the safety of all those that reside and work at the prison.
- Trains in classroom and at on-the-job training sites.
- Observes security officers engaged in demonstration of security work.
- Assists security officers of higher level in work as journeyman security officers such as cellblock, dormitory, trips, gate officer, chase team, or dog trainer.

### Corrections Sergeant

**Delta Corporation** - 1998 - 2001

- Assigned as Shift Leader, conduct duties as Intelligence Sergeant, Disciplinary Committee Coordinator, Compose Intelligence Reports, Manage Duty.
- Within the Intelligence Office my reviewing of reports, helps to assure our facility can have successful Intelligence Operations, making the facility.
- Supervised staff and inmates on daily basis Assisted and maintained proper security checks Made periodic patrols of quarters/work areas and initiated.
- with an early promotion, from the Warden, to Administrative Program Specialist B Key position responsible for modifying and publishing directives.
- Was the Public and Media Relations Assistant to the Assistant Warden.
- Log all facility activities in computer system Answer telephones and direct to appropriate department Complete reports for Inmate activities as.
- During a tour of duty, relays orders and other communications to the correction officers and civilian staff Responsible for all institution search.

## Education

Associate in Radio and TV Broadcasting - (Brown Institute)