

Robert Smith

Lead Detention Service Officer

PERSONAL STATEMENT

Skilled, self-motivated and fast learning professional with nearly two years of experience. Passionate and goal oriented, seeking a position that will expand current knowledge and foster both professional and personal growth.

WORK EXPERIENCE

Lead Detention Service Officer

ABC Corporation - May 2013 - August 2014

Responsibilities:

- Provides direct supervision to inmates.
- Performs general clerical duties.
- Processes new inmate intake.
- Maintains court documents.
- Escorts inmates and visitors throughout the detention center.
- Prepares routine records on inmates.
- Monitors and maintains safety and security through completing routine internal and external rounds.

Detention Service Officer

Delta Corporation - 2009 - 2013

Responsibilities:

- Provide supervision of inmates during booking, preliminary holdover, identification, confinement, recreation, visitation, and release.
- Control inmates in other aspects of incarceration within a secure facility of the Dallas County jail system.
- Performs initial physical search, confiscation and inventory of all personal and unauthorized items, recording of personal and medical information, .
- Operate internal and external doors, write incident reports, sick inmate reports, and inmate transfer reports Supervises the serving of meals, .
- Performs duties in accordance with established policies, regulations, and procedures to maintain order and supervise federal and County inmates.
- Radio communications, answer phones, log daily activities, report writing, conduct daily inventory, conduct ACA reviews, segregation clerk, conduct .
- Was a pod officer of 64 maximum security offenders I was in control of the custody , care ,and control with bias.

Education

Bachelor of Arts in Justice Studies - August 2008(Winston-Salem State University - Winston-Salem, NC)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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SKILLS

Customer Service,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)