

# ROBERT SMITH

## Jr. Deputy Jailer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To assist with inmates personal needs such as telephone calls, mail, laundry, visits, and commissary. To Complete and processes required paperwork on inmates and events occurring within the jail facilities

### CORE COMPETENCIES

MS Office, Guard Inmates in Penal or Rehabilitative Institutions.

### PROFESSIONAL EXPERIENCE

#### Jr. Deputy Jailer

**ABC Corporation - March 2015 – November 2015**

##### Key Deliverables:

- Responsible for booking both incoming and releasing inmates.
- Recorded information such a prisoner identification, changes, incidences of inmate disturbance.
- Responsible for working the control room for a portion of the twelve-hour shift, answering phones, faxes, filing & etc.
- Responsible for taking care of all the ISO cells along with working closely with Pre-trial Services.
- Monitored conduct of prisoners, according to established policies, regulations and procedures in order to prevent escape or violence.
- Inspected conditions of locks, window bars, grills, doors and etc to ensure that they will prevent escape.
- Searched prisoners, cells, and clothing for any weapons, valuables or drugs.

#### Deputy Jailer

**Delta Corporation - 2014 – 2015**

##### Key Deliverables:

- Supervise female inmates, book new inmates, provide females with necessities.
- Booking of inmates, Provide supervision and needed essentials to female inmates.
- Accountable for over 550 to 700 inmates at any given time.
- Conducted role call and tray pass for accountability of all inmates.
- Facilitated medication dispersion.
- Patrolled the halls during the shift for visuals as a secondhand security measure.
- Maintain security within the institution Oversee the health and safety of staff and inmates Physically patrol and visually inspect units, yards, .

### EDUCATION

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Criminal Justice, Sociology and Real Estate - January 2002(Maysville Community College - Maysville, KY)

