

# Robert Smith

## *Corrections Sergeant*

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
**www.qwikresume.com**

### **SKILLS**

Trained in use of  
weapons, chemicals,  
batons, taser and self  
defense.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## **PERSONAL STATEMENT**

Managed up to 200 personal and 5000 plus Inmates in a medium to high custody prison as a Corrections Sergeant . Supervised shifts of 6 to 30 Officers to include training of personal and insured compliance with safety procedures as it pertains to armed posts in a high custody prison with no accidents under command.

## **WORK EXPERIENCE**

### ***Corrections Sergeant***

**ABC Corporation - May 2006 - June 2010**

#### *Responsibilities:*

- Duties included, maintaining a working knowledge of over 300 department orders, institutional orders, unit and complex post orders.
- Supervised complex staffing of over 200 Officers and Supervisors as a complex shift commander as well as shifts of 30 officers on a unit level as a unit shift commander.
- This included scheduling, post assignments, cross leveling staff from unit to unit as needed and leave request approval/denial.
- Monitored staff attendance and performance conducting employee evaluations and discipline as needed.
- Insured all staff under my command met annual training requirements as designated by state and federal law.
- Conducted training classes as an instructor in the field as well as the classroom on all subjects pertaining to corrections.
- Reviewed approved and submitted all daily reports, incident reports, inmate disciplinary reports and investigative reports submitted by my Officers.

### ***Corrections Sergeant***

**Delta Corporation - 2001 - 2006**

#### *Responsibilities:*

- Maintains custody and control Writes Disciplinary Reports and Unusual Occurrence Reports (UOR) Keep count of offenders and their location throughout .
- To serve as lead worker over Corrections Cadets, who maintain custody and security of inmates at a correctional institution, through supervision, .
- Supervised offenders assigned to a dormitory or cell block, establish counts, and monitor all inmate activities.
- Served as a foreman of an offender labor crew, both skilled and unskilled, including culinary duty.
- Completed reports as mandated by institutional and departmental regulations and submits same to supervisors.
- Used force, as required, to restrain inmates, enforce institutional rules, prevent escapes, or in other situations consistent with department .
- Security, Care, Custody, and Control.

## Education

- (Sergeants Leadership Academy Rio Salado Community College)