

ROBERT SMITH

Detention Service Officer III

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Perform inmate detention, care, security, and release work in accordance with established policies and procedures.

EXPERIENCE

Detention Service Officer III

ABC Corporation - NOVEMBER 2012 - NOVEMBER 2014

- Greets customers in reception, answer phones and multiple questions.
- Communicates with a variety of agencies both in person and phones.
- Runs central control and maintain safety of facility.
- Books minors into detention, secure property, interview, and scan documents.
- Takes all phone calls on evenings shifts, and fill in for Reception.
- Takes care of property and disperse.
- Provides supervision and controlled during booking, preliminary holdover, release and all other aspects of incarceration.

Detention Service Officer

Delta Corporation - 2010 - 2012

- Conduct routine searches of inmates and their property
Administrative responsibilities of report writing and record keeping which includes accessing .
- Responsible for handling the public, specifically inmate visitation, inmate contact, handling cash and surety bonds, inmate property, dispatch radio, .
- Prepare, record, check over incident reports Organize work schedules for working inmates Oversee the daily operations of my assigned area.
- Keeping the environment controlled.
- Open and distribute incoming regular mail Answering incoming calls.
- My duties are to patrol the detention facility and maintain head counts of the inmates and maintain security of the gates and doors within and .
- Some of my responsibility includes supervising and managing detainees and ensure their safety and well-being.

EDUCATION

- Bachelor Of Arts In International Studies - 2012(University Of North Texas - Denton, TX)



SKILLS

CPR/First Aid , EMT , CDL Class B With Passenger, Customer Service, Computer And Office .