

Objective

Extensive experience in corrections, physical security, leadership, report writing, updating policies and procedures and weapons training.

Skills

Social Services, Counseling, Group Facilitation.

Work Experience

Corrections Specialist III

ABC Corporation - June 1996 – August 2015

- Assisted in the planning, training, updating, and execution of the emergency action plans.
- Reviewed and updated facility standing operating procedures and policies.
- Reviewed daily 24-hour blotter and daily statistics Supervise Main Entrance and Central Control.
- Responsible for ensuring all activities were conducted according to established policies, regulations, and procedures, to prevent escape or violence.
- Worked in facility operations office, reviewed daily blotter, facility statistics, planned and conducted training for a 30 member corrections team, was supervisor of central control, main entrance, and vehicle sally port.
- Conducted physical security inspections of locks, window bars, doors, gates, perimeter fence and building structure at correctional facilities to ensure security and help prevent escapes.
- Inprocessed newly arriving prisoners into the facility, reviewed paperwork, ensured prisoner was seen by medical and mental health, proper custody/restraint level is maintained and a shower and shave were conducted.

Corrections Specialist

Delta Corporation - 1993 – 1996

- Inbound/outbound call center accepting over 150 calls daily Assist parole agents with case management concerning offenders on parole Helped law.
- Maintained safety, security, and sanitation of inmates and staff within a corrections facility.
- Responsible for the safe transportation of prisoners on over 1,400 escort missions.
- Properly trained more than 500 military and civilian staff on the transportation of inmates.
- Skills Used Ability to conduct cell searches, frisk searches, unarmed self-defense tactics, interpersonal communications, and supervision of.
- Received inbound and outbound calls for Illinois Department of Corrections Various administrative duties including but not limited to filing, data.
- Maintain physical security of detention facility; maintain care, custody, and security of inmates.

Education

Bachelor's in Criminal Justice - (Kansas City Kansas Community College - Leavenworth, KS)