

Robert Smith

Associate Corrections Deputy

PERSONAL STATEMENT

Prepares a variety of reports and records including officers reports of investigation, field interrogation reports, influence reports, bad check forms.

WORK EXPERIENCE

Associate Corrections Deputy

Shelby County Sheriff's Department - December 2000 - 2020

Responsibilities:

- Oversee and maintain custody, care, and control of inmates or detainees of a facility, while enforcing the rules, regulations, policies, and procedures.
- Prepares reports and maintains daily logs as required - Oversees and monitors the activities of the inmates or detainees in living areas, recreation activities areas, dining areas and visitation areas.
- Promotes facility cleanliness and reports need for maintenance or repairs.
- Coordinates and monitors inmate and detainee movements, conducts counts, and provides emergency response as needed.
- Initiates disciplinary reports on inmates and detainees.
- Assigned to various posts including, control room, front and sally port entrance, health services, special housing, perimeter security, transportation, work details, reception, intake, and visits officer, etc., as required by management.
- Provides security in program activities and supervises labor crews in various areas around facility.

Corrections Deputy

Delta Corporation - 1999 - 2000

Responsibilities:

- Data entered all intake information Managed and maintained all files and paperwork of inmates Monitored and escorted inmates to and from permanent.
- Operating direct and indirect supervision housing units containing adult male inmates - Performing random and scheduled cell inspections, searches.
- Was responsible for overseeing the security and safety of male and female inmates.
- Helped feed, find contraband, and keep count of inmates.
- Coordinated the collection and preparation of operating reports.
- Reviewed and answered correspondence.
- Corrections Officer in the jail dealing directly with inmates.

CONTACT DETAILS

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

SKILLS

OTR Driving Experience,
PeopleNET/digital log
experience.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

MSCTC 160 Hour Local Correctional Academy In Law Enforcement -
2008(Kellogg Community College - Battle Creek, MI)