

Robert Smith

Corrections Deputy II

PERSONAL STATEMENT

Experienced support professional experience working in fast-paced environments demanding strong organizational, technical and interpersonal skills. Trustworthy, ethical and committed to superior service. Confident and poised in interactions with individuals at all levels.

WORK EXPERIENCE

Corrections Deputy II

ABC Corporation - May 2011 - October 2012

Responsibilities:

- Supervise inmates in housing units and those segregated for administrative or punitive measures; instruct inmates in housekeeping and sanitation; supervise the issuance of clothing and other personal effects to inmates.
- Make periodic patrols of quarters and work areas and initiate counts of inmates at regular and irregular intervals; maintain control and discipline including use of physical restraint and restraining devices; prevent the introduction of contraband into the institution.
- Check inmate mail for possible contraband; maintain a periodic patrol either inside or outside the institution to ensure the security and integrity of the institution.
- Monitor, supervise and screen inmate visitor traffic; monitor periguard system; observe traffic in and around the compound.
- Instruct inmates and maintain control in areas such as the inmate food service area, auditorium, etc.
- Observe for signs of disorder or tension and report such observations to a higher authority; counsel with inmates regarding institutional, domestic or emotional adjustment problems.
- Maintain a record of equipment, supplies and other items; maintain and demonstrate proficiency in the use and care of firearms, restraint methods and equipment, and emergency measures; maintain knowledge of communication and other electronic equipment; instruct inmates in the proper care and use of institutional equipment.

Corrections Deputy

Delta Corporation - 2010 - 2011

Responsibilities:

- Directed efforts to carry out basic functions of Montrose County Jail which include basic care, security, well being, and containment of MCSO inmates.
- Maintained a complete log of all activities which occurred while on duty per policy and procedure of Montrose County Jail.
- Enforced all rules and regulations concerning inmate activity within the Montrose County Jail and investigated all reports of misconduct by inmates.
- Weapons certified to conduct transportation of inmates to other

CONTACT DETAILS

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

SKILLS

Type 60 WPM, Answer
Multi-line phones,
scheduling, scanning
and filing documents.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

facilities Taser certified and attended defensive driving course Current CPR.

- Maintained the Care, Custody, and Control of the Inmate Population Department Facilitator for the ABC Program (Actions Bring Consequences) Juvenile.
- Maintained the Care, Custody, and Control of the Inmate Population Assisted Medical Staff as the Night Shift Medical Officer performing BP Checks.
- Maintained the Care, Custody and Control of the Inmate Population Performed Weekend Duty as Bailiff for First Appearance Court Hearings Point Man for .

Education

Police Certification in Basic Police School - 2013(Tennessee Law Enforcement Training Academy - Nashville, TN)