

ROBERT SMITH

Correctional Officer Sergeant I

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Supervises, guides, and/or instructs the work assignments of subordinate staff. Assists shift supervisor with administration of facility. Maintains custody and security of youth in Department.

EXPERIENCE

Correctional Officer Sergeant I

ABC Corporation - SEPTEMBER 2010 - NOVEMBER 2013

- Supervises and plans the work of assigned staff.
- Completes the administrative paperwork, preparation and maintenance of records, forms, and reports.
- Develops work and security procedures and enforces rules, regulations, and state laws necessary for the control and management of juvenile residents.
- Inspects, inventories maintains control of, key logs, tools, and other equipment.
- Maintains order, discipline, and security, and oversees the conduct and behavior of offenders to prevent disturbances and escapes and responds to emergencies.
- Provides support in training, selecting, and orienting subordinate correctional security staff.
- Reads and reviews offender information to identify issues that require special attention.

Correctional Officer Sergeant

Delta Corporation - 2005 - 2010

- Supervisor, Process incoming and outgoing inmates, Inmate supervision, Transport of inmates and non-inmates, Recordkeeping, Inmate medication.
- Secured a maximum-security prison facility...
- My last day was august 31 been packing up my house for moving to Pella Iowa.
- Care. Custody, and Control of inmates. Supervision of correctional officers to ensure that policies and procedures are followed correctly to ensure III promotion.
- An employee of the month.
- Sergeant for the last two years managing three different units at North Dakota State Penitentiary.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Diploma - 1987(North Country Union High School - Newport, VT)

SKILLS

Management,Leadership.