ROBERT SMITH

Sr. Correctional Officer Sergeant

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SUMMARY

Correctional Officer Sergeant works under supervision of the Correctional Lieutenant, directly responsible for housing units/building(s) on an assigned shift; serves as a lead worker, assists in the orientation of new officers and on-going officer in-service training; enforces and maintains disciplinary, safety, sanitary, security and custodial measures.

SKILLS

Management, MS Office, Organising.

WORK EXPERIENCE

Sr. Correctional Officer Sergeant

State Of Florida - September 2005 – 2020

- Supervised staff maintaining the highest standard of integrity.
- Supervised inmates in housing units; instruct inmates in housekeeping and sanitation; supervise the issuance of clothing and other personal effects to inmates.
- Maintained inmate control and discipline including the use of physical restraint and restraining devices; to prevent the introduction of contraband into the institution.
- Monitored, supervised and screened inmate visitor traffic; monitor persuaded system; observe traffic
 in and around the compound.
- Observed for signs of disorder or tension and report such observations to a higher authority; counsel with inmates regarding institutional, domestic or emotional adjustment problems.
- Prepared confidential records and file accordingly.
- Maintained 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.

Correctional Officer Sergeant

Delta Corporation - 2001 – 2005

- Riverview, FL Responsible for care custody and control of inmates.
- Was assigned to various different assignments during my 12 years of employment.
- These include Control Room Officer/Sergeant, Inside Security Officer, Housing Officer/Sergeant, Majors Clerk, Mail Room Officer, Rapid Response.
- Directly supervise and coordinate activities of correctional officers, jailers, and inmates while
 ensuring the security of the facility, the safety of officers.
- Interact with peers superiors and inmates in an effort to obtain and effectively exchange information through the use of good interpersonal and.
- Care custody and control of the inmates under supervision.
- Had to use Microsoft Word on a semi-regular base.

