

ROBERT SMITH

Associate Correctional Officer Sergeant

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

A Correctional Officer with over 5 years of experience in supervising, keeping in custody, treating, and training of inmates confined in a correctional facility.

CORE COMPETENCIES

Management, General Administration.

PROFESSIONAL EXPERIENCE

Associate Correctional Officer Sergeant ABC Corporation - April 2005 – November 2010

Key Deliverables:

- Delegates post assignments, specific duty assignments, coordinates leave use and ensure accurate completion of attendance and leave reports.
- Works with lead officers to ensure proper security coverage.
- Conducts periodic individual counseling with staff to outline problem areas and give additional duties or instructions.
- Supervises searches for contraband and makes daily inspections of buildings and grounds.
- Inspects physical plant for security concerns and to maintain proper sanitation standards. Functions as facility manager during non-administrative hours.
- Circulates throughout institutions observing employees' performance. Conducts performance evaluations.
- Schedules and/or coordinates training programs for subordinates. Conducts continuous training of subordinate staff in security procedures and performance.

Correctional Officer Sergeant Delta Corporation - 2004 – 2005

Key Deliverables:

- Care, Custody, and control of close custody male inmates Accomplishments Promoted.
- Learned people skills and became more aware of my environment.
- Skills Used Interpersonal Skills, first responder training, computer skills, performing in a stressful environment.
- Care custody control of inmates in a correctional facility.
- Completed daily control room documentation logs.
- Patrols the community and visits offenders in their homes or other assigned areas.
- Detects program violations and takes appropriate action, to include counseling, writing reports, actual physical apprehension and return to custody.

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EDUCATION

Associates in Medical - September 2010(Academy for Practical Nursing - West Palm Beach, FL)

