

# Robert Smith

## Correctional Officer Sergeant

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### SUMMARY

A Correctional Officer Major with 22 years of experience in the Department of Public Safety and Correctional Services, who served four years of Honorable military service who desires the opportunity to expand his career in Law Enforcement/Correctional/Security. Demonstrates the ability to excel at any task assigned.

### SKILLS

Management, MS Office.

### WORK EXPERIENCE

#### Correctional Officer Sergeant

ABC Corporation - January 1997 - June 2004

- Maintains lock control at specific posts.
- Supervises offenders in various work details including general clean-up of institutional grounds and buildings.
- Supervises offenders during shower and bath periods.
- Escorts offenders to and from the visiting room and dining room and on various trips away from the institution.
- Counsels with offenders when necessary, discussing offender's problems in an informal and unofficial capacity.
- Keeps records and makes reports on such matters as inmate movements and progress and offender's violation of rules.
- Works in shake-downs of cell-blocks and/or dormitories, searching for possible contraband.

#### Correctional Officer Sergeant

Delta Corporation - 1993 - 1997

- Oversee Correctional Officer duties on a daily basis Train new Correctional Officers on daily functions Process all newly arrived inmates Solve any.
- Was trained in the use of firearms, life-saving techniques self-defense confrontation avoidance non-verbal communication policies and procedures.
- Received honorable mention for my dedication and performance in the program.
- Was second in my class.
- Supervised a security team of officers comprised of two or more officers per dormitory.
- Conducted searches to control contraband, maintained properly accountable of inmates to prevent escapes and maintained discipline for order and.
- Conducted investigations for the disciplinary hearing of inmates.

### EDUCATION

BA in Management - (Warner College)