Robert Smith

Custody Officer

CONTACT DETAILS

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PERSONAL STATEMENT

To obtain a Custody Officer position in which I am able to utilize my work experience and demonstrate my strong work ethic, while growing with the company.

WORK EXPERIENCE

Custody Officer

ABC Corporation - March 2007 – July 2012

Responsibilities:

- Transported inmates to hospital, doctor appointments, and to other facilities Maintain shift log of incidents and movements Ability to use CCTV touch screen system.
- Monitored patient activities and intervening as needed to control disruptive and/or violent behaviors.
- Monitored and controlled all communication systems, surveillance systems, emergency signal systems, including but not limited to gates and doors, weapons, fire alarm system, thermal detection system, electronic locking system, closed circuit television system, computer systems, perimeter-alert system, public address (PA) system, two-way radio system, and mechanical restraining devices.
- Conducted formal and informal counts of patients and reports any discrepancies to the appropriate personnel.
- Observed and monitored patient behaviors inside and outside of the Facility.
- Participated in searching patient areas for contraband and other unauthorized items.
- Conducted investigations, prepare reports and make recommendations to the court.

Custody Officer

Delta Corporation - 2002 – 2007

Responsibilities:

- Process new inmates through the confiscation and tagging of their personal property.
- Fingerprint new arrivals, prepare reports and court documents, provide meals, maintain security and search inmates for illegal items Counsel inmates, .
- Transport inmates to any other necessary institutions or hospitals.
- Monitor cameras and two-way radios, securing facility doors and gates.
- Provide care, custody and control to mental ill residents that are not able to comprehend their case.
- Michigan City, Indiana 46360 Duties - Guard prisoners at the Indiana State Prison in Michigan City, Indiana, Do any paperwork that may be necessary .
- Part time initially - advancing to full time Also participated in the reserve officer program Manager of Retail Loss Prevention Department

SKILLS

Microsoft Word 2013, Database Entry, Excel.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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(Target) .

Education

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