

ROBERT SMITH

Certified Jail Sergeant

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SUMMARY

To build up a career in the Administration, Technical and Security with an organization that provides ample opportunities for the enhancement of professional capabilities and to consistently reflect a high standard of performance and integrity, ensuring thereby organizational and professional growth.

SKILLS

Microsoft Office, Instructor, Supervisor, Human Resources, Public Speaking.

WORK EXPERIENCE

Certified Jail Sergeant

ABC Corporation - August 2014 – October 2014

- Supervise, schedule and monitor the work activities of assigned section or unit; resolve informal personnel matters and recommend personnel and disciplinary actions to command officers.
- Assist in conducting shift briefings, scheduling officers to duty posts and performing periodic inspections to ensure proper staffing; ensure the flow of information between shifts and the orderly transition of command.
- Review and evaluate the work of subordinates for effectiveness, efficiency, and adherence to established policies and procedures.
- Supervise, monitor and conduct inmate-housing checks and cell searches for inmate counts and detection of contraband; conduct uniform and equipment inspections of shift personnel.
- Direct staff actions in an emergency or unusual situation; provide instruction regarding the security of the public lobby, parking lots, facility perimeter and beyond as necessary.
- Assist in the interpretation of policies, procedures, bulletins, and other information.
- Perform Correction Officer duties on a routine basis as needed that may include the transport of inmates, supervision of inmate work detail and supervision of community custody programs.

Sergeant

ABC Corporation - 2013 – 2014

- Investigate traffic accidents and enforce all state laws, be they traffic or criminal.
- Investigate all criminal cases assigned and prepare reports of my actions and be prepared to testify in court when needed.
- Was second in command of the Police Department reporting only to the Chief of Police.
- Assisted him in administrative duties and preparing monthly activity reports for the City Council meetings.
- Also assisted in officer scheduling, training, and disciplinary procedures when needed.
- This is Dummy Description data, Replace with job description relevant to your current role.
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SCHOLASTICS

- Associate of Science in Criminal Justice - 2012 (Everest University)