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## Custody Officer Resume

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### Job Objective

Custody Officer seeking a position with an organization in which my expertise and educational background can help.

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### Highlights of Qualifications:

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- Solid Knowledge of the jail and its area
  - Proficient with basic computing and word processing
  - Excellent communication and writing skills
  - Strong ability to exercise sound judgment
  - Excellent ability to work independently and as a team member
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### Professional Experience:

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Custody Officer  
State Street Corp., Oakmont, PA  
August 2005 – Present

- Performed activities such as searching and relinquishing of prisoners.
- Ensured complete jail security.
- Supervised jailers or inmates work.
- Supervised inmates during meals.
- Monitored inmates during visitation and recreation time.
- Responded to telephone calls and directed calls to relevant people
- Monitored jail access

Custody Officer  
AlliedBarton Security Services, Oakmont, PA  
May 2000 – July 2005

- Maintained discipline and safe environment for prisoners and staff
  - Supervised prisoner at all relevant stages of the custody process.
  - Ensured alert book keeping and submitted reports to appropriate senior staff.
  - Carried out surveillance of jail vehicles, jail rooms, visitation and recreational areas.
  - Delivered prisoners to their nominated destination at the specified time.
  - Maintain order, control, discipline and a safe environment for prisoners, staff and visitors.
  - Developed spirit of high morale and cooperation between and amongst prisoners.
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### Education:

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Bachelor's Degree in Criminal Justice  
Graceland University, Independence, MO

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