
DUTY OFFICER RESUME

Objective:

Seeking employment as a Duty Officer in a position with an established organization.

Summary of Skills:

- Extensive experience in law enforcement
 - Exceptional ability to comprehend and respond accordingly to written instructions
 - Immense ability to work in all weather conditions
 - Profound ability to multitask and carry out assignments independently, exercising good judgment
 - Excellent communication and interpersonal skills with a diverse population
 - Possess a valid driver's license in the state
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Work Experience:

Duty Officer, August 2005 – Present
Community Education Centers, City Of Commerce, CA

- Enforced facility rules and regulation and investigated violations.
- Prepared disciplinary and incident reports.
- Ensured reports are legible, concise and state clearly the reason for the report.
- Represented the program through court hearings, as a witness and when subpoenaed.
- Signed residents in and out of the program.
- Performed pat searches of residents and resident vehicle and room searches.

Duty Officer, May 2000 – July 2005
Commonwealth of Pennsylvania, City Of Commerce, CA

- Conducted rounds randomly verifying whereabouts of all residents.
 - Contacted and properly filed escape reports with appropriate authorities, collected and secured property of escapee.
 - Communicated verbally and through the 'Log Book' information needed by staff and other shifts.
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Education:

High School Diploma, Show Low High School, Show Low, AZ

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