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## Jail Officer Resume

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### Job Objective

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

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### Work Experience:

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Jail Officer, August 2005 – Present

Prince William County Government, Dallas, PA

- Guarded rehabilitative institution inmates ensuring established regulations and procedures.
- Monitored prisoners conduct and prevented escape and violence, in accordance to established policies and procedures.
- Ensured prevention of escapes through locks, window bars, grills, doors, and gates.
- Searched prisoners, cells, and vehicles for weapons, valuables, and drugs.
- Screened visitors coming from facility entrances.

Jail Officer, May 2000 – July 2005

Reno County, Dallas, PA

- Ensured proper feeding of prisoners and maintenance of cleanliness of modules and living area.
  - Escorted prisoners throughout the facility and resolved interpersonal conflicts.
  - Booked in arrestee, took photos and fingerprints; conducted searches and inventories property and provided brief orientation to new jail residents.
  - Provided courtroom security and handled court paperwork.
  - Controlled the jail's interior and perimeter security systems.
  - Transported prisoners to and from other agencies, medical and dental facilities.
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### Summary of Qualifications:

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- Huge experience in law enforcement and corrections
  - Huge knowledge of the security, rules, regulations and procedures of the institution
  - In-depth knowledge of regulations for jail area conduct and operations.
  - Skilled in preparing records and reports
  - Proficiency in operating typewriter, computer, copier, fax and printer
  - Excellent communication and interpersonal skills
  - Amazing ability to accurately identify and correctly judge circumstances
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### Education:

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Bachelor's Degree in Criminal Justice, Grand View University, Des Moines, IA

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