



## PROFILE


A confident Correctional Officer who is able to quickly command the respect and confidence of inmates, detainees and fellow staff members. Richard has experience of working in minimum, medium, and maximum high security institutions. He can take custody, care and control of inmates in both penal & rehabilitative institutions. Can work with people from all social backgrounds.

Currently looking for a suitable teaching position with a reputable school.

Correctional Officer

# Richard Anderson

## CONTACT

 Dayjob.com, 120 Vyse Street  
Birmingham B18

 0123 456 7890

 info@dayjob.com

 Facebook.com/yourname

## EXPERTISE

Custody 

Restraining 

Safety 

Text here 

## EDUCATION

University name 2014 – 2017  
Course details  
Modules

College name 2012 – 2014  
Course details  
Subject

School name 2008 – 2012  
Course details  
English (A) Maths (B) Physics (C)

## WORK EXPERIENCE

**CORRECTIONAL OFFICER** Company name 2019 - Present  
Responsible for enforcing the institutions polices and maintaining effective custody, care, and control of inmates during their time there. Monitoring the conduct of inmates. Writing up detailed reports on the behaviour of prisoners.

- Using the correct amount of force to physically control disruptive inmates.
- Aware of all relevant policies, procedures, rules and regulations.
- Holding offenders accountable for anything that they have done wrong.

**CORRECTIONAL OFFICER** Company name 2016 - 2019  
Employing weapons or force to maintain discipline and order. Calmly talking to offenders about their personal problems or concerns. Escorting offenders to and from their place of confinement. Intervening to diffuse inappropriate behaviour.

- Respecting cultural differences and able to work with a diverse groups.
- Ability to follow written and verbal directives and instructions.

**CORRECTIONAL OFFICER** Company name 2015 - 2016  
Accepting inmates into custody. Issuing uniforms, bedding and supplies to inmates. Dispensing medication to inmates and making an accurate note of it.

- Able to identify illicit drugs or alcohol in people who take them.
- Helping offenders to settle back into a community after they are released.

**CORRECTIONAL OFFICER** Company name 2014 - 2015  
Organising events where prisoners can present their artistic design to a variety of audiences. Planning programs of work designed to meet each prisoners needs.

**CORRECTIONAL OFFICER** Company name 2013 - 2014  
Responsible for working with multidisciplinary teams of professionals to supervise inmates during their stay at the correctional facility. Carrying out inspections.

## REFERENCES

Available on request.



**Copyright information – Please read**

© This template is the copyright of Dayjob Ltd. Job seekers may download and use this particular example for their personal use to help them write their own one. You are most welcome to link to this page or any other page on our site [www.dayjob.com](http://www.dayjob.com). However, this template must not be distributed, used for commercial purposes, or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: [info@dayjob.com](mailto:info@dayjob.com).