



Wade Leonard

Corrections Officer

📞 (210) 555-6842 ✉️ wade.leonard@example.com

🌐 linkedin.com/example/wadeleonard 📍 San Antonio, TX 78205

SUMMARY

Early career Corrections Officer with two years of secure facility experience supporting inmate supervision, custody, welfare, movement, searches, counts, housing unit operations, and emergency response. Maintains orderly posts through clear communication, accurate documentation, perimeter checks, equipment accountability, and consistent application of facility policy. Holds a TCOLE Jailer's License, valid **Texas driver's license**, annual weapons qualification, and defensive tactics refresher training. Applies **Texas Jail Standards**, TCOLE procedures, Penal Code, **Code of Criminal Procedure**, **Rules of Evidence**, Family Code, and local custody procedures. Comfortable addressing inmate requests, documenting rule violations, escorting inmates and visitors, and supporting meals, mail, commissary, laundry, recreation, programs, and court movement. Prepared for demanding shift work, physical restraint, evacuation, emergency equipment, and stressful situations requiring calm judgment and teamwork.

EXPERIENCE

Corrections Officer

Lone Mesa Detention Center 📅 October 2024 - Present 📍 San Antonio, TX

Supports secure housing operations, inmate custody, facility safety, movement, **emergency response**, documentation, and daily post accountability. Works independently within assigned authority while coordinating with supervisors, staff, visitors, courts, and program personnel.

- Maintained housing unit order through counts, movement, meals, recreation, **programs**, and court preparation.
- Documented cell search findings and contraband concerns, then briefed supervisors for timely action.
- Completed **perimeter checks**, identifying damaged doors, tampering, maintenance concerns, and possible escape indicators.
- Responded to fights, medical events, alarms, and behavioral crises using **defensive tactics** and escalation procedures.
- Controlled keys, radios, **movement** lists, count sheets, and incident records through accurate daily logs.
- Applied **Texas Jail Standards** and TCOLE procedures when resolving requests, complaints, infractions, and escorts.

Detention Officer Trainee

Hill Country Justice Services 📅 October 2023 - September 2024 📍 New Braunfels, TX

Completed supervised detention assignments and field instruction covering inmate welfare, post operations, movement, documentation, emergency response, legal standards, and detention equipment. Built practical readiness for **secure facility** work through academy exercises and daily support.

- Supported post officers with welfare checks, counts, paperwork delivery, supply runs, and housing operations.
- Coordinated supervised meal, mail, commissary, laundry, recreation, and program movements under post instructions.
- Recorded search findings, **rule violations**, equipment accountability, and statistical information during supervised assignments.
- Practiced fire, medical, fight, evacuation, restraint, and breathing apparatus response during facility exercises.
- Studied **Penal Code**, **Code of Criminal Procedure**, Rules of Evidence, Family Code, and jail standards.
- Used word processing, spreadsheets, databases, **online searches**, telephones, radios, and **detention equipment** during training.

STRENGTHS

- 🚒 **Calm emergency response**
During fights, alarms, and medical events, follows trained steps and keeps communication clear when pressure rises.
- ✅ **Reliable accountability**
Keeps counts, movement lists, keys, radios, and incident records aligned, giving supervisors dependable post information.
- 💬 **Respectful conflict resolution**
Addresses requests and complaints within assigned authority, using steady language that supports order without needless escalation.
- ♥️ **Security awareness**
Perimeter and interior checks have sharpened attention to damage, tampering, maintenance concerns, and possible escape indicators.
- 👥 **Team based custody**
Works closely with officers, supervisors, visitors, courts, and program staff so routine movement stays controlled.

SKILLS

Inmate supervision

Custody and security

Texas Jail Standards

TCOLE procedures Cell searches

Inmate counts Housing operations

Inmate movement

Emergency response

Defensive tactics Physical restraint

Conflict resolution

Perimeter security

Incident documentation

Equipment accountability

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



- Corrections Officer at Lone Mesa Detention Center (2 Years)
- Detention Officer Trainee at Hill Country Justice Services (11 Months)

PROJECTS

Secure Facility Emergency Readiness 📅 2026

A training focused moment came during emergency exercises, where fire alarms, medical incidents, fights, evacuation, restraint, and breathing apparatus use required calm communication, disciplined movement, and reliable coordination with facility staff.

Housing Unit Accountability Operations 📅 2025

Daily post work showed how small records protect larger routines. Counts, movement lists, keys, radios, incident notes, and statistical records supported orderly housing operations and clearer supervisor review.

LEADERSHIP & AWARDS

- Annual Weapons Qualification, completed 2026 with required standards and safe handling practices.
- Defensive Tactics Refresher Training, completed 2026 for restraint and emergency response readiness.
- TCOLE Jailer’s License, earned 2024 after required training and examination.

EDUCATION

High School Diploma

Canyon Ridge High School 🎓 GPA: 4.0 📅 2023 📍 San Antonio, TX

Coursework: Criminal justice fundamentals, English communication, physical education, computer applications

CERTIFICATIONS

- TCOLE Jailer’s License 📅 2024
- Valid Texas Driver’s License 📅 2024
- Annual Weapons Qualification 📅 2026
- Defensive Tactics Refresher Training 📅 2026

TECHNICAL SKILLS

- **Custody Operations:** Inmate supervision, housing unit operations, inmate counts
- **Search Procedures:** Cell searches, inmate searches, contraband identification
- **Movement Control:** Court escorts, visitor escorts, program movement
- **Emergency Response:** Fire alarms, medical incidents, fights
- **Security Inspections:** Perimeter checks, interior checks, escape indicators
- **Documentation Systems:** Incident reports, count sheets, statistical records
- **Equipment Control:** Keys, radios, vehicles
- **Office Applications:** Word processing, spreadsheets, databases
- **Legal Standards:** Texas Jail Standards, Penal Code, Family Code
- **Law Enforcement Standards:** TCOLE procedures, Rules of Evidence, Code of Criminal Procedure
- **Communication Tools:** Multiline telephones, radios, online searches
- **Physical Readiness:** Defensive tactics, physical restraint, evacuation

PROFESSIONAL AFFILIATIONS

- Texas Commission on Law Enforcement, licensed jailer in good standing.
- Secure Facility Operations Team, supporting custody, safety, welfare, and emergency readiness.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST