



CAPITOL POLICE OFFICER

CHARACTERISTICS OF WORK:

This is professional law enforcement work involving the safeguarding of state property against burglary, vandalism, trespassing, and other hazardous, criminal, or unauthorized activities. Duties include patrolling state property; issuing traffic and parking citations; securing state buildings; conducting traffic and other accident investigations; administering first-aid and other emergency medical treatments; and responding to calls regarding fires, bomb threats, or any other emergency situations. Duties are performed with general supervision from a Capitol Police Officer, Sergeant.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Experience:

Successful completion of the basic curriculum approved by the Board of Law Enforcement Officer Standard and Training.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Two (2) years of experience in law enforcement or security, one (1) year of which must have been as a sworn law enforcement officer;

AND

Certification:

Possession of a current State of Mississippi Law Enforcement Professional Certificate.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), related education, and related experience may be substituted on an equal basis, except there shall be no substitution for one (1) year of experience as a sworn law enforcement officer.

Documentation Required:

Applicant must submit a valid copy of his/her current certification as a State of Mississippi Law Enforcement Professional.

Note:

Compliance with the following additional requirements:

Attainment of at least twenty-one (21) years of age at the time of employment.

Possession of United States of America citizenship.

Consent for fingerprinting and a background investigation prior to employment.

Provision of a complete listing of convictions, if any, of all crimes including traffic violations.

Successful completion of a physical and mental examination conducted by a licensed medical doctor prior to employment.

Provision of references documenting good moral character.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is frequently required to stand; walk; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Report Writing: Documents daily and weekly information in a clear and legible manner.

Relates in writing all incidents, accidents, or occurrences with sufficient information on a report form. Submits reports in a timely manner free of mistakes.

Protective Services: Performs a service to provide security to the public.

Provides professional personal security for designated individuals, employees, and citizens. Assists injured, sick, and handicapped persons. Answers questions and gives directions to the public. Performs special service functions as required such as assisting stalled motorists. Moves around an area to investigate and observe for security purposes.

Patrols assigned state property in vehicle or on foot to prevent or detect criminal activity, dangerous or damaging situations.

Firearms: Maintains proficiency and familiarity with a duty weapon.

Maintains working knowledge of duty weapon. Keeps weapon in proper condition. Maintains a qualifying score determined by department policy. Is familiar with safety rules on and off firing range.

Compliance: Complies with agency policies, plans, and decisions.

Promotes and supports standards of confidentiality. Maintains personal physical fitness, personal grooming, uniform, and equipment pursuant to Section IV and General Orders Series 300 of the Capitol Police Operations Manual. Performs routine work activities according to the Capitol Police Operational Policies and Procedures. Maintains knowledge of State Code.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Patrols state property to prevent burglary, vandalism, and trespassing.
2. Monitors parking areas and traffic flow.
3. Provides protective service to public officials.
4. Provides authorized medical treatments, such as CPR, as necessary.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Patrols state property in order to detect and prevent criminal or unauthorized activities.

Issues citations and arrests individuals committing unlawful or unauthorized activities on state property.

Monitors traffic flow to and from state parking areas in order to prevent unauthorized entry and to reduce traffic accidents.

Conducts traffic accident investigations in order to obtain accurate records of accidents.

Polices state buildings in order to prevent burglaries, vandalism, and trespassing.

Responds to fires, bomb threats, evacuations, weapons of mass destruction, or any other emergency situations occurring in state buildings or other state property by notifying occupants and implements evacuation procedures.

Maintains security of public officials and dignitaries at press conferences, inside and outside rallies, and conferences.

Administers first-aid, Cardio-Pulmonary Resuscitation (CPR) and Automatic Emergency Defibrillator, and other emergency medical treatments to individuals on state properties.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.