



DMH-CAMPUS POLICE OFFICER TRAINEE

CHARACTERISTICS OF WORK:

This is entry-level law enforcement work involving training to become a certified law enforcement officer with a Department of Mental Health facility. It also involves safeguarding the employees, patients, visitors/customers and property of a facility of the Department of Mental Health, as well as providing other services to the population of the facility. The incumbent monitors the entrance and exit gates to grounds, responds to emergency calls and answers other calls regarding fires, disturbances, or any other situations needing emergency response. He/she admits and transports patients, enforces traffic regulations, conducts investigations, and prepares written reports. The work is performed independently in accordance with detailed instructions. Direct supervision is received from a certified law enforcement officer in a higher classification.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

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

AND

Experience:

One (1) year of experience in law enforcement or security.

Substitution Statement:

Graduation from a standard four-year high school or equivalent (GED), related education, and directly related experience may be substituted on an equal basis.

Note:

Compliance with the following 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.

Note:

Permanent employment is contingent upon successful completion of the basic curriculum approved by the Board of Law Enforcement Officer Standards and Training within one (1) year after hire.

EXAMPLES OF WORK:

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

Responds to emergency situations such as fires, bomb threats, elopements, or other situations occurring on the grounds of a DMHG facility.

Issues citations and arrests individuals committing unlawful or unauthorized activities on DMH facility grounds.

Assists direct care staff with resistive/combatative patients, applying restraint devices if needed.

Searches patients and their personal belongings for harmful or unallowable items.

Inventories and records all personal property in proper logs/manuals and signs ledger.

Observes incoming vehicles for proper decal, assists visitors/customers and patients, verifying information and giving direction.

Makes visual check for presence of alcoholic beverages, illicit drugs, firearms and other items that could be used as weapons.

Assists in making written reports of incidents.

Uses communication radio to give or receive information.

Assists certifying law enforcement officers patrolling the roadways of facility to monitor unusual patient, staff and visitor activity.

Enforces traffic and parking regulations under supervision of certified law enforcement officers.

Searches for and returns lost or eloped patients and provides escort services to visitors.

Under supervision of certified law enforcement officers, interviews and collects statement from individuals that fall within the scope of an investigation.

Assists certified police officers in conducting investigations on DMH facility grounds.

Assists certified police officer in gathering and submits evidence for analysis under supervision of certified law enforcement officers.

Transports patients committed by the Court and/or in custody of the DMH facility.

Patrols and secures buildings.

Assists certified law enforcement officers in carrying out police functions.

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.